

January 3, 2023

The organizational meeting of the Board of County Road Commissioners of Leelanau County was called to order by Finance Manager Susan Boyd at 1:00 pm on Tuesday, January 3, 2023 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Board members Garth Greenan, Bob Joyce, Jim Calhoun, John Popa and Greg Mikowski. Also present: Manager Brendan Mullane, Fleet Manager Tim Trudell, Engineer Craig Brown and Finance Manager/Secretary to the Board Susan Boyd. Guests were present. Public invited to attend via GoToMeetings link.

Agenda: Approved as presented.

Boyd called for nominations for Chair.

Motion by Mikowski, supported by Greenan to nominate Robert Joyce for Chair.

Motion by Calhoun, supported by Greenan to nominate Jim Calhoun for Chair.

Motion by Popa, supported by Joyce to nominate Garth Greenan for Chair.

Roll call vote: Popa, Greenan: Greenan

Calhoun: Calhoun

Joyce, Mikowski: Joyce

Second roll call vote: Greenan, Calhoun, Popa: Greenan

Joyce, Mikowski: Joyce

Motion for nominating Greenan for Chair of the Board of County Road Commissioners of Leelanau County is hereby approved.

Boyd then turned the meeting over to Greenan.

Motion by Calhoun, supported by Mikowski to nominate Jim Calhoun for Vice chairman of the Board of County Road Commissioners of Leelanau County.

Ayes: Popa, Calhoun, Mikowski and Greenan. Nays: Joyce. Motion is hereby approved.

Motion by Popa, supported by Greenan to appoint Brendan Mullane as Manager of the Leelanau County Road Commission for the ensuing year.

Ayes: Mikowski, Joyce, Calhoun, Popa and Greenan. Nays: None. Motion is hereby approved.

Motion by Joyce, supported by Mikowski to appoint Susan Boyd as Secretary to the Board of the Leelanau County Road Commission for the ensuing year.

Ayes: Popa, Calhoun, Joyce, Mikowski and Greenan. Nays: None. Motion is hereby approved.

Motion by Popa, supported by Calhoun to approve the 2023 meeting schedule with the first July meeting changed from the 4th to the 5th.

Ayes: All. Nays: None. Motion is hereby approved.

Motion by Popa, supported by Calhoun to approve the Board Rules with no changes.

Ayes: All. Nays: None. Motion is hereby approved.

Minutes from the December 20, 2022 regular meeting – approved as presented.

Public Comments: Bruce Carlson, 6401 N. Swede Road, Northport, said that drivers continue to run the stop sign at the intersection of Swede and Peterson Roads and that this needs to be addressed. He requested that tractor signs be placed in the area. Mullane said that those signs are no longer approved signage but that reflective strips could possibly be put on the existing signs. Greenan concurred with this suggestion.

Communication Items: None.

Appointments: None.

Staff Reports:

Mullane: Crews did an incredible job during the recent blizzard, and thanks to Superintendent Dave Priest, Foreman Mike Mack, and Fleet/Facilities Manager Tim Trudell for plowing during the holiday. Thanks to the Leelanau Enterprise for the positive coverage in last week's editorial. Mikowski agreed that crews did a great job.

Brown: Planning on getting bid requests out early so there can also be an early start on projects. Has upcoming training scheduled and is working on annual mileage certification maps and year end documentation. Calhoun requested that efforts be made to find an engineer tech to work with Brown. Mullane explained that the job had been posted but then removed due to the impracticality of hiring someone during road projects. Greenan suggested hiring an intern if a tech can't be found.

Trudell: Items to be disposed of will be listed with the auction site this week. Equipment held up well with only a few minor repairs required during the snow event.

Boyd: November MTF was lower as expected. Year-end inventories are done.

Old Business:

1. Performance adjustments for Engineer and Finance Manager.

Mullane presented a comparison of administrative salaries/wages within surrounding counties and explained that the numbers and percentages for the Engineer and Finance Manager positions were to show the gap between the highest paid and the current pay for those positions here and not necessarily his recommendation for increases.

Motion by Joyce, supported by Mikowski to approve the increases for both positions as presented.

Greenan said that both were doing outstanding jobs and that the increases were justified.

Roll call vote: Ayes: Mikowski, Joyce, Calhoun, Popa and Greenan. Nays: None. Motion is hereby approved

New Business:

1. Approval of bid received from KPM Engineering for design engineering services for reconstruction of Gallivan Road (CR 614).

Brown explained the matrix used to make the decision regarding the bids received. Mullane said that the review process was an objective analysis and not based on the lowest bid received but on scoring based on the matrix parameters. Calhoun asked why an amount for soil borings was separate under the bid received from Wade Trim but none of the others. Brown responded that all included the specified number of borings but this vendor included additional borings.

Motion by Popa, supported by Joyce to accept the bid from KPM Engineering for design engineering services for reconstruction of Gallivan Road (CR 614) as determined to be in the best interest of the Leelanau County Road Commission.

Greenan has worked with KPM Engineering previously and supports this choice.

Roll call vote: Ayes: Popa, Calhoun, Joyce, Mikowski and Greenan. Nays: None. Motion is hereby approved.

Public comments: None.

Commissioner comments:

Mikowski said great job over the holidays, and that he had a few calls but Priest sent out a loader to clear the worst areas.

Joyce concurred that crews did a great job.

Calhoun said those who came into work deserved a lot of credit and that all roads had been open by the second day.

Popa was satisfied with the employee reviews, and also noted that employees had to be plowed out to get to work and that crews had pulled out trucks, wreckers, and stranded people.

Joyce reminded all that they still need to provide a dinner for crews once schedules allow for it.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By _____
Garth Greenan, Chairman

Attest: _____
Susan Boyd, Secretary to the Board

January 17, 2023

The regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Garth Greenan at 1:00 pm on Tuesday, January 17, 2023 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Garth Greenan, Vice Chair Jim Calhoun, Members Robert Joyce, John Popa and Greg Mikowski. Also present: Manager Brendan Mullane, Fleet Manager Tim Trudell, Engineer Craig Brown and Finance Manager/Secretary to the Board Susan Boyd. Guests were present. Public invited to attend via GoToMeetings link.

Agenda: Approved as presented.

Minutes from the January 3, 2023 organizational and regular meetings – approved as presented.

Public Comments: Laura Cavendish and Will Harper, members of the Infrastructure Committee, Village of Northport, requested future input regarding a proposed MDOT transfer of a portion of M-204 to the Village. Before any decision is made, they want to be aware of any issues and all considerations. Greenan suggested a preliminary discussion with Brown and Mullane prior to including on the agenda. Both Calhoun and Joyce mentioned prior problems with the box culvert and suggested researching repairs that were made and replacement costs.

Tom Buehler and Jeff Hitesman, Omena Point Road, asked about the status of repairs to Fire Lane 6. Mullane said the Township Supervisor Rick Cross verbally confirmed interest but it is the township's decision to proceed. He reiterated that local road improvements are the responsibility of a township and the road commission can only pay a maximum of 50% of the project. A current estimate will be requested. Popa requested that this be put on a future agenda so there can be a decision made but Greenan stated that township commitment was required before this could be an agenda discussion.

Communication Items:

1. A letter from the Drain Commission with an assessment for the Lake Bluffs Drainage District was discussed. Mullane explained that the assessment was based on right of way and the assessment seems high in comparison to the apportionment. He has requested the calculation and intends to challenge the amount at the review meeting scheduled for January 19th. The calculation will also be reviewed by Bill Henn, our legal counsel.

Appointments: None.

Staff Reports:

Mullane: With the recent new hire, both locations are nearly fully staffed but this includes several seasonal drivers so hiring is ongoing. The Conservation Resource Alliance will be applying for grant funds for improvements to two culverts on Cedar Creek. Leelanau Township is working on requirements to set up a Special Assessment District for Cherry Homes.

Brown: KPM has scheduled soil borings for the Gallivan Road project for next week and the survey will be done within the next two weeks. Ongoing trainings have been scheduled including attending the County Engineers Conference in Sault Ste. Marie in early February. Greenan asked if any counties had issued weight restrictions yet. Brown is not aware of any.

Trudell: Items to be disposed of will be listed this week. Roof repairs were completed during the last warm spell. Calhoun asked if the sale of Grand Traverse Diesel would have any effect. Trudell responded there were no noticeable changes as of yet.

Boyd: 2022 audit has been scheduled for the week of February 13th.

Old Business: None.

New Business:

1. CRA Board of Directors ballot –representative for Northern Michigan Association of Road Commissions. No discussion since there is only one candidate on the ballot.

Motion by Popa, supported by Calhoun to vote for Burt Thompson for representative for Northern Michigan Association of Road Commissions on the CRA Board of Directors.

Ayes: All. Nays: None. Motion is hereby approved.

Public comments: Calhoun requested that the Village of Northport Infrastructure Committee involve the Village DPW in any future discussions. Ms. Cavendish said that the superintendent had intended to attend today's meeting but was unable to do so.

Commissioner comments:

Mikowski cautioned against the upcoming forecasted snowstorm.

Popa commented that the road commission should help the Village of Northport as much as possible with their decision.

Calhoun said that since this involves a state road most of the determinations will be made by MDOT.

Greenan said that MDOT contract should be reviewed before making any decision and the village made aware of the status.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By _____
Garth Greenan, Chairman

Attest: _____
Susan Boyd, Secretary to the Board

February 7, 2023

The regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Garth Greenan at 1:00 pm on Tuesday, February 7, 2023 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Garth Greenan, Vice Chair Jim Calhoun, Members Robert Joyce and John Popa. Member Greg Mikowski was excused. Also present: Manager Brendan Mullane, Fleet Manager Tim Trudell and Finance Manager/Secretary to the Board Susan Boyd. Guests were present. Public invited to attend via GoToMeetings link.

Agenda: Letter from Leelanau County Administrator regarding Leland Dam Authority added as #2 under Communication Items. Approved as amended.

Minutes from the January 17, 2023 regular meeting – approved as presented.

Public Comments: Bill Perkins, recycling site caretaker, requested that a light be installed at the Eckerle Road recycling site. He mentioned that the county typically allows the host of a site up to \$3,500 annually for maintenance and suggested that the road commission install a light and bill the county for monthly electric usage.

Communication Items:

1. Copies of the audit engagement letter from Rehmann were distributed to commissioners as required.
2. Letter from Leelanau County Administrator Deborah Allen requesting applicants for the Leland Dam Authority.

Appointments:

1. Presentation of donated picture by Linda Dewey. She gave the background of the picture and will give rights to the image to the road commission. Greenan thanked Ms. Dewey on behalf of the board and staff and said that the gift is much appreciated.

Staff Reports:

Mullane: Addressed the light requested by Bill Perkins for the recycling site. Street lights are the responsibility of the township or village. None are owned or installed by the road commission. With the additional seasonal hires, all routes are now covered, and a new mechanic started this week. Position for Engineering Tech/Associate Engineer has been reposted. Met with Cherry Homes Association and Leelanau Township supervisor and reiterated that any potential sewer modification/upgrades have to be addressed before any road project can be considered. Trailer rentals have been confirmed for emulsion transport. Will be presenting on non-motorized funding at the County Engineer's Workshop this week. Mentioned possibility of cancelling the next scheduled board meeting on February 21st due to conflict with CRA Commissioner's Workshop and lack of agenda items. Popa and Greenan requested that they be registered for the workshop. A formal notice will be issued to cancel the next scheduled meeting.

Brown: Mullane presented the engineer's report. Bids for summer construction are in process. CR-614 design is progressing well. KPM has been very responsive. Act 51 certification maps will be the next project.

Trudell: Auction items continue to sell much higher than expected. Some counties are considering putting frost laws on this Friday. Greenan asked if the sweepers purchased last year are ready to be used. Trudell confirmed that they were. Replacement pickup for the engineer is at the dealership and will be delivered soon. The new mechanic has years of experience at another road commission and has full certifications. Scheduled to attend the CRASIF safety conference in March.

Boyd: Presented year end MTF receipts and summary of 2022 fuel costs. Audit starts next week.

Old Business: None.

New Business:

1. Approval of renewal of agreement with Fahrner Asphalt for crack sealing services in 2023.

Mullane stated that it was not cost effective to do this in house and that we were happy with services provided last year. Would be on the schedule for early spring this year.

Motion by Popa, supported by Joyce to renew the agreement with Fahrner Asphalt for crack sealing services in 2023.

Roll call vote: Ayes: Popa, Calhoun, Joyce and Greenan. Nays: None. Motion is hereby approved.

2. Approval of purchase of Morbark brush chipper.

Trudell said that the demo went well and crews liked the chipper. Vermeer chippers have been problematic in recent years with the constant repairs no longer being done very timely.

Motion by Joyce, supported by Calhoun to approve the purchase of a 2023 Morbark Eger Beaver 1821 Brush Chipper not to exceed the price of \$76,367 as determined to be in the best interest of the Leelanau County Road Commission.

Discussion: Popa asked where the equipment would be serviced. Trudell responded that it would be in Mt. Pleasant. The Vermeers can be serviced in Kalkaska but are usually done in Grand Rapids. No price was requested from Vermeer because of the ongoing issues. Grand Traverse County Road Commission currently has 3 Morbark units. This unit is bigger, more efficient and safer.

Roll call vote: Ayes: Joyce, Calhoun, Popa and Greenan. Nays: None. Motion is hereby approved.

3. Approval of Resolution 23-01.

Mullane explained that Elmwood Township is applying for a TAP grant with Networks Northwest and requires road commission participation because the project involves Cherry Bend Road. The township will be responsible for the administration of the grant. The project will be coordinated with MDOT improvements to M-22 and road commission improvements to Cherry Bend Road. Drainage issues on Cherry Bend will have to be resolved prior to this project.

Motion by Joyce, supported by Calhoun to approve Resolution 23-01 to partner with Elmwood Township and Networks Northwest to submit a grant to the Transportation Alternatives Program (TAP).

Roll call vote: Ayes: Popa, Calhoun, Joyce and Greenan. Nays: None. Motion is hereby approved.

Public comments: Gwenne Allgaier, Leelanau County Commissioner, thanked the road commission for the fast response to the October windstorm and mentioned that subsequent cleanup was great. She also requested that a sign be posted on a section of East Traverse Lake Road to prevent mowing an area where there are wildflowers. Calhoun responded that an area on Johnson Road had been marked by the Leelanau Conservancy and that such signage would come from them or the landowner rather than the road commission.

Commissioner comments:

Popa commented that lighting at the recycling site is not a road commission issue and road commission funds should not be used to pay for this. The county recycling program should research and fund this. Calhoun thanked Ms. Allgaier for the comment regarding cleanup after the windstorm but mentioned that local fire departments did much of the cleanup and deserved credit for that.

With no more business to conduct, Greenan adjourned the meeting at 2:00 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By _____
Garth Greenan, Chairman

Attest: _____
Susan Boyd, Secretary to the Board

March 7, 2023

The regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Garth Greenan at 1:00 pm on Tuesday, March 7, 2023 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Garth Greenan, Vice Chair Jim Calhoun, Members Robert Joyce, Greg Mikowski and John Popa. Also present: Manager Brendan Mullane, Fleet Manager Tim Trudell, Engineer Craig Brown and Finance Manager/Secretary to the Board Susan Boyd. Guests were present. Public invited to attend via GoToMeetings link.

Agenda: Approved as presented.

Minutes from the February 7, 2023 regular meeting – approved as presented.

Public Comments: None.

Communication Items:

1. Receipt of Solon Township Notice of Master Planning and Proposed Plan Amendment was acknowledged.
2. Richard Rossman, Oxford Drive, Leland, spoke on behalf of the Waterford Hills Association board addressing the letter submitted to the road commission regarding the condition of East Oxford Drive. Several association members were in attendance. The poor condition of the road was discussed as well as the association's attempts at obtaining township funding. Mullane has discussed this road with the association president and several residents previously. If the asphalt debris from plowing is piled, crews will pick this up at some point. He agreed that the road probably needs to be paved but it is a local road and as such, requested improvement has to be initiated by the township and by law the road commission can only cover up to 50% of the costs and this is discretionary. Lawrence Bunchek of Oxford Drive asked who covered the costs for the work done on Schomberg Road last year. Mullane explained that maintenance costs for primary and through roads were covered by road commission funds but chip sealing was not an effective solution for Oxford Drive. Bunchek requested that road commission staff evaluate the road and make recommendations. It was suggested that the association discuss options with the township and possibly consider covering the paving costs with a multiple year SAD. Greenan explained the assessment can be based on different measurements but it is the township's decision.
3. Regarding the letter received from residents of Fire Lane 6 in Omena, Mullane said that the township has formally requested pricing for the project. In response to the mention of the property taxes paid by the residents, he explained that millage funds cover the 24/7 plowing activities of the road commission and maintenance is covered by funds received from the Michigan Transportation Fund. Brown said the next step would be design and pricing before going out for bids but also mentioned that the budget had been set for the current year.
4. Mullane responded to the email received from David Newman regarding the intersection at Bugai and Fouch Roads. He reiterated that intersection meets the set standards for sight distance and there have been no accidents related to the corner referenced. The area has not been accessible for equipment to allow for mowing further off the road. Brown has taken cones to the intersection and measured sight distances and verified that it is well within AASHTO standards.
5. Mullane pointed out that the recently released CRA progress report confirms that funding continues to fall behind the costs of road repairs.

Appointments: None.

Staff Reports:

Mullane: Linda Dewey is having two copies made of the painting that she donated and these will be put up at both shop locations. Annual presentation to the Leelanau County Board of Commissioners is scheduled for March 21st. Frost laws will remain in effect due to the continued cold temperatures at night. Point Broadband has applied for a significant number of permits and will begin construction as soon as weather allows. The work schedule will tentatively switch to four 10-hour days on April 10th.

Brown: Construction on CR-641 is scheduled to begin on May 15th and should be completed by early June. Construction documents and permitting documents are in process for the CR 675 bridge project. A preliminary construction schedule was reviewed. 2023 bid packages for HMA, slag, aggregates and pavement marking are all posted on the website and are due by March 20th. ACT 51 certification maps are completed and ready for signature. Topics covered at the recent County Engineers Workshop were reviewed.

Trudell: Auction proceeds continue to be more than anticipated. Equipment is being prepped for sweeping operations. New technician has worked out well and will be moving over to the Maple City shop. Scheduled to attend the CRASIF Safety Conference next week.

Boyd: Audit and ACT 51 report proceeding well. January MTF payment was about 4% up from last year.

Old Business: None.

New Business:

1. Discussion of continuation of MERS voluntary contribution.

The 18-month approval period for making additional monthly voluntary contributions of \$30,555 to MERS expired in February. Boyd suggested that since this cash outlay was included in the budget that \$20,000 be contributed to a separate savings account for a building fund with the remainder continuing to be paid to MERS as an additional voluntary contribution.

Motion by Joyce, supported by Calhoun to continue the monthly payments of \$30,555 with \$20,000 allocated to a savings account for a building fund and \$10,555 for an additional voluntary MERS payment.

Roll call vote: Ayes: Popa, Calhoun, Joyce, Mikowski and Greenan. Nays: None. Motion is hereby approved.

2. Discussion of strategic planning.

Popa suggested that commissioners establish a schedule for meeting to discuss strategic planning. Topics and a meeting schedule will be on the agenda for the next meeting. Greenan suggested that since the Asset Management Plan is a key factor in strategic planning that the first meeting be scheduled after this has been completed. He agreed that strategic planning is necessary and could be scheduled after regular meetings.

3. Discussion of township meetings.

Popa would like to see the township meetings scheduled and completed sooner than they were last year. Calhoun said that commissioners have to be careful about throwing out numbers for anything and also suggested that commissioners cover different townships than previously. Attendance will be as follows:

- Joyce: Leelanau and Cleveland
- Popa: Leland, Suttons Bay and Kasson
- Calhoun: Glen Arbor and Elmwood
- Greenan: Centerville and Solon
- Mikowski: Bingham and Empire

Motion by Joyce, supported by Calhoun to approve commissioners to attend township meetings for annual presentations.

Ayes: All. Nays: None. Motion is hereby approved.

4. Approval of bid received for sixty (60) carbide cutting edges from Truck & Trailer Specialties.

Trudell put this out for bid in order to obtain a better quality product than what was offered through MiDeal. One bid from Truck & Trailer Specialties was received. The edges are for winter 2023/24.

Motion by Joyce, supported by Mikowski to approve the purchase of sixty (60) carbide cutting edges from Truck & Trailer Specialties not to exceed the amount of \$20,580 as determined to be in the best interest of the Leelanau County Road Commission.

Roll call vote: Ayes: Mikowski, Joyce, Calhoun, Popa and Greenan. Nays: None. Motion is hereby approved.

5. Approval of proposal received from Prein & Newhof for construction engineering services on CR-641.

Brown said that four bids had been received and all were reviewed and rated by category with the highest score to Prein & Newhof.

Motion by Joyce, supported by Calhoun to accept the proposal from Prein & Newhof for construction engineering services on CR-641 not to exceed the amount of \$34,459 as determined to be in the best interest of the Leelanau County Road Commission.

Discussion: Popa commended the review process. Brown clarified that the engineering was done on this project last year and Prein & Newhof would be overseeing the project on behalf of the road commission.

Roll call vote: Ayes: Popa, Calhoun, Joyce, Mikowski and Greenan. Nays: None. Motion is hereby approved.

6. Commissioner and township supervisor attendance for CTT Asset Management Training Webinar.

Brown explained the CTT training webinar scheduled to be presented on April 4th and suggested that all commissioners plan on attending. Since this is also the date for a regular board meeting that is to start at 9:00 am, it was suggested that either the board meeting be cancelled and that date scheduled as a work session or attend the webinar in the morning and reschedule the board meeting for afternoon. This will be added to the agenda for the next meeting to be decided upon. Mullane will contact all township supervisors regarding their attendance as well.

7. Authorization of Chair to sign ACT 51 2022 Certification Maps.

Brown said there were no changes to roads for the 2022 maps.

Motion by Calhoun, supported by Popa to authorize the Chair to sign the ACT 51 Certification Maps.

Ayes: All. Nays: None. Motion is hereby approved.

Public comments: None.

Commissioner comments:

Mikowski wished Happy Spring to all.

Joyce commended Brown on a job well done and reminded commissioners that they had previously committed to providing a lunch for crews and suggested a taco bar provided by Hansen's. Mullane mentioned coordinating that with a required training day that is scheduled for May.

Calhoun said great job to Brown and Boyd and also addressed the Oxford Drive issue saying that he understands the residents' frustration and maybe commissioners can use the upcoming township meetings to encourage townships to become more proactive.

Greenan mentioned the recent CRA meeting and stressed how important it is to work with townships.

With no more business to conduct, Greenan adjourned the meeting at 2:41 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By _____
Garth Greenan, Chairman

Attest: _____
Susan Boyd, Secretary to the Board

March 21, 2023

The regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Garth Greenan at 1:02 pm on Tuesday, March 21, 2023 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Garth Greenan, Vice Chair Jim Calhoun, Members Robert Joyce, Greg Mikowski and John Popa. Also present: Manager Brendan Mullane, Fleet Manager Tim Trudell, Engineer Craig Brown and Office Manager Linda Kuhn. Public invited to attend via GoToMeetings link.

Agenda: Approved as presented.

Minutes from the March 7, 2023 regular meeting – approved as presented.

Public Comments: Nancy Mueller, 6444 W. Empire Highway, once again expressed concerns about the signage at the intersection of CR 677 and M-72. She was told by MDOT that they would be recommending installation of a flashing yellow light above the stop sign but does not have the funds to do it. Mullane said that signage decisions regarding that intersection are up to MDOT. Discussion will continue under Staff Reports.

Communication Items: None.

Appointments: None.

Staff Reports:

Mullane: Copies of the painting donated by Linda Dewey will be hung at each location. Additional grant funds have become available to Conservation Resource Alliance and two more culverts will be added to those currently under discussion. Work schedule will change to four 10 hour days beginning April 10th. Thank you to Eric Carlson of the Leelanau Enterprise for his coverage of LCRC over the years. Reiterated that anything involving the CR 677/M-72 intersection is an MDOT decision. There was a brief discussion regarding funding. Greenan suggested that cross traffic signs would be a low cost option for MDOT to consider.

Brown: Pre-construction meeting was held and start of construction on CR 641 is progressing. CR 614 is on schedule with preliminary design due in April. Annual mileage certification maps have been submitted. Project information is being entered into TAMC for ACT 51 requirements. Review of bid results for HMA, aggregates and chip seal aggregate. Popa asked for clarification on the different types of slag and also asked about possibly adding some projects to those already scheduled.

Trudell: Attended the CRASIF 2023 Safety Summit in Gaylord and some of the ideas will be implemented to increase safety and safety awareness. Cleaning and organizing continue at the Maple City shop. Prep of street sweeping and gravel road maintenance equipment is complete. Bid request for 2024 plow truck equipment will be issued in the next two weeks. Both new pickups are at the dealership. Greenan asked when trucks are changed over from winter to summer. Process and timing were explained. Mullane mentioned the safety meeting scheduled for May 23rd and suggested that the board provide lunch that day.

Old Business:

1. Discussion of strategic planning meeting schedule.

Greenan stated that an initial strategic planning session should be scheduled. Joyce suggested that a planning meeting be scheduled after the April 18th regular board meeting. This will be posted as an additional meeting.

2. Discussion of CTT Asset Management Training.

Brown sent out an email to township supervisors, clerks, county administrator and Trudy Galla in the Planning Department. Commissioners are registered and will remotely attend the training prior to the regular board meeting scheduled for 1:00 pm on April 4th.

3. Performance review update of Managing Director.

Closed session per the request of Mullane.

Motion by Joyce, supported by Calhoun to move to closed session.

Roll call vote: Ayes: Popa, Calhoun, Joyce, Mikowski and Greenan. Nays: None. Motion is hereby approved.

Meeting moved to closed session at 1:30 p.m.

Meeting returned to open session at 2:31 p.m.

New Business:

1. Discussion and approval of engineering intern position.

Mullane reviewed the job and funding available.

Motion by Joyce, supported by Calhoun to approve the engineering intern position.

Roll call vote: Ayes: Mikowski, Joyce, Calhoun, Popa and Greenan. Nays: None. Motion is hereby approved.

2. Discussion and acceptance of 2023 bids for HMA, CR 641 HMA, aggregate and chip seal aggregate.

Brown reviewed summary of bids received and his recommendations.

| | | |
|-------------------------|-------------|-------------------------|
| County wide HMA Paving: | Elmer's | \$428,065.25 |
| CR 641 HMA Paving: | Rieth-Riley | \$216,289.00 |
| Aggregates (Pick up): | Elmer's | \$6.75/\$7.00 per ton |
| Aggregates (Delivered): | Elmer's | \$14.65/\$14.85 per ton |
| Chip seal Aggregate: | Elmer's | \$303,723.00 |

Motion to accept bids received on March 20, 2023 as recommended as determined to be in the best interest of the Leelanau County Road Commission by Joyce, supported by Mikowski.

Roll call vote: Popa, Calhoun, Joyce, Mikowski and Greenan. Nays: None. Motion is hereby approved.

3. Discussion of cost share agreement with Cleveland Township for Traverse Lake Road project.

Mullane gave an overview of the three year plan for repair of Traverse Lake Road. Cleveland Township has budgeted \$193,000 for the section to be done in 2023. Brown explained the comparison of cost share percentages as presented. He also pointed out that there are a lot of local roads that need repairs and in consideration of increased requests from townships for cost share, now may be the time to reassess the historical 50% cost share. Mikowski supported a 60/40 split.

Motion by Joyce, supported by Popa to approve a cost share agreement with Cleveland Township for the 2023 Traverse Lake Road project with a 60/40 split.

Roll call vote: Ayes: Mikowski, Joyce, Calhoun, Popa and Greenan. Nays: None. Motion is hereby approved.

Public comments: None.

Commissioner comments:

Calhoun confirmed meeting times for the April 4th meeting.

Greenan thanked Brown for getting the bids in and Eric Carlson for his coverage of LCRC meetings.

Joyce thanked Trudell and Kuhn for filling in as board secretary.

With no more business to conduct, Greenan adjourned the meeting at 2:50 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By _____
Garth Greenan, Chairman

Attest: _____
Susan Boyd, Secretary to the Board

April 4, 2023

The regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Garth Greenan at 1:00 pm on Tuesday, April 4, 2023 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Garth Greenan, Vice Chair Jim Calhoun, Members Robert Joyce, Greg Mikowski and John Popa. Also present: Manager Brendan Mullane, Fleet Manager Tim Trudell, Engineer Craig Brown and Finance Manager/Secretary to the Board Susan Boyd. Guests were present. Public invited to attend via GoToMeetings link.

Agenda: Approved as presented.

Minutes from the March 21, 2023 regular meeting – approved as presented.

Public Comments:

Jeff Heitzman, Fire Lane 6, Omena, said they had obtained an updated bid from Elmer's for paving. Peter Fisher, Coldwell Banker, Glen Arbor, discussed how current right of way standards occasionally conflict with historical easements and can limit building if neighbors do not approve of the overlap beyond the easement. He has solutions and would like to present at a future meeting. Greenan said that staff was aware of the issue and would discuss further.

Bruce Carlson, 6401 N. Swede Road, Northport, said that the additional signage requested at Peterson and Christianson roads had not yet been put up. He brought a sign that he had made and asked if it could be put up and if so where. He requested a copy of the minutes be mailed to him.

Sarah Swinger, 3971 N. Hareld Drive, Lake Leelanau, expressed concerns over road widening and removal of trees on CR 641. She realized that all activities took place within the road commission's right of way but said there was no notice give before cutting trees and that traffic is now traveling too fast.

Communication Items: None.

Appointments: None.

Staff Reports:

Mullane: Reviewed the number of utility and trucking permits submitted over the last 90 days. Presentation to the Leelanau County Board of Commissioners went well and presentation dates for townships are set. No success finding an engineering tech or intern. There has been feedback regarding tree removal on CR 641. Networks Northwest presented an update on the process of becoming a Municipal Planning Organization. Calhoun mentioned that crews did a great job handling the snow last Saturday. Popa mentioned that there had been hours spent talking to people prior to cutting trees/brush on CR 641 and suggested that staff have written response and documentation ready to address that if it becomes an agenda item.

Brown: Frost laws are still in effect. PK Contracting submitted the only bid for pavement marking and pricing was pretty close to last year. Joyce asked about Fire Lane 6 and said it felt as if the road commission was being pushed and if the road commission is responsible for a road then it will be done according to standards. Brown stated that the 16 foot width in the proposal does not meet the minimum standards and if the road is updated, it will be brought up to standards. Calhoun would like input from the fire chief because 16 feet is not wide enough to provide access for response vehicles. Brown also mentioned that there is no guarantee that the road commission will match 50% of any project. Popa agreed with Joyce's assessment of the approach being taken and suggested that a response outlining the standards that must be met and reiterating that this project is not in the current budget be put together. He concurred that the project has to be done right and that there is no guaranteed 50/50 match. Joyce also mentioned that bids submitted to a private citizen are not relevant for road commission projects. Popa asked about the issue brought up by Peter Fisher during Public Comment. Brown said that he has worked with Mr. Fisher on two properties where this had presented a problem. One was resolved with modifications that met standards and was acceptable to all parties. The second property involves access to a possible 13 houses and will need to meet all standards. Mullane said that he is not aware of any land division request being denied due to the issue noted.

Trudell: Smaller items will be auctioned through RangerBid with larger items continued to be listed through GovDeals. Painting projects and safety upgrades will be started as soon as weather permits. Fueling systems were inspected by the State of Michigan with only a few minor issues. Buildings are being rekeyed to reduce the number of keys to two with pin pad entry systems to be installed on some doors. Spring equipment has been prepped and sweeping has started. Morbark wood chipper has a build date and will be delivered in early May.

Boyd: First deposit has gone into the building fund. Act 51 report is nearly done. February MTF payment is close to the same as last year.

Old Business: None.

New Business:

1. Approval of resolution to establish an intermunicipality committee under Michigan Public Act 200 of 1957 for purposes of transportation planning in the Traverse City study area.

Rob Carson from Networks Northwest presented an explanation of the Municipal Planning Organization during the lunch break. Popa asked if the proposed resolution had been reviewed by legal. It was decided that the document needs to be reviewed by legal and the vote will be delayed until the next board meeting.

2. Discussion and acceptance of 2023 bid for pavement marking.

Motion by Joyce, supported by Calhoun to accept bid received from PK Contracting for pavement marking as determined to be in the best interest of the Leelanau County Road Commission.

Roll call vote: Mikowski, Joyce, Calhoun, Popa and Greenan. Nays: None. Motion is hereby approved.

Public comments: None.

Commissioner comments:

Popa had previously requested that MDOT be invited to attend and present information regarding plans for improvements scheduled for Grandview Parkway and the proposed roundabout at the intersection of M-22 and M-72. According to his contact, the project is currently at a standstill with no updated information to pass on about costs or timeline. He suggested that the presentation to Bingham Township include this project. Calhoun said the crews did a great job last Saturday even though it was hard to keep up with the snowfall.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By _____
Garth Greenan, Chairman

Attest: _____
Susan Boyd, Secretary to the Board

April 18, 2023

The regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Garth Greenan at 9:00 am on Tuesday, April 18, 2023 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Garth Greenan, Vice Chair Jim Calhoun, Members Robert Joyce, Greg Mikowski and John Popa. Also present: Manager Brendan Mullane, Fleet Manager Tim Trudell, Engineer Craig Brown and Finance Manager/Secretary to the Board Susan Boyd. Guests were present. Public invited to attend via GoToMeetings link.

Agenda: Approved as presented.

Minutes from the April 4, 2023 regular meeting – approved as presented.

Public Comments: None.

Communication Items:

1. Networks Northwest – MPO update.
Mullane explained that this is a monthly update on the MPO process.
2. Email response to Jeff Heitzman re: Fire Lane 6.
This is shared correspondence in reference to a discussion item on the agenda.
3. Communication from John Fitzpatrick and Sarah Swinger re: tree clearing on CR 641/Alpers Rd.
This is shared correspondence in reference to a discussion item on the agenda.
Popa clarified that guests are allowed to comment during discussion and this was confirmed.

Appointments: None.

Staff Reports:

Mullane: Contacted Bruce Carlson and explained the process for legal driveways and signage. With weight restrictions lifted, trucking permits have decreased but utility permits are increasing. Township presentations are going well with six completed. Seasonal drivers are done leaving Suttons Bay 6 short and Maple City 3 short. Sweeping is underway with projected completion in early May. Chip sealing is scheduled to begin in mid-June. Calhoun asked how the new sweepers were working. Mullane confirmed that they were working well.

Brown: CR 641 construction project is on schedule for a mid-May start. RFQ has been requested from Prein & Newhof to provide inspection services for the middle section of the project in addition to the section they were awarded previously. The design stage of CR 614 is on schedule with a meeting set for April 19th. Popa asked about the CR 641 schedule. Final design package is due to MDOT by the end of July in order to obligate funds for the project. It is then reviewed and bids requested. Projected to be on spring 2024 schedule. Greenan asked if the inspection on CR 641 would include testing. Density and materials will both be tested. Popa asked if the work would require detours. It won't.

Trudell: Unused items continue to be auctioned off. Huron County Road Commission will possibly buy #151, a 2003 brush chipper. Fueling systems were updated to key pad entry, eliminating the use of the plastic keys. Bids for 2024 plow trucks will go out soon but are taking longer due to design changes. New GMC pickups have been delivered. New dump trailer is in Gaylord for modifications and will be clear coated before put into use. Morbark wood chipper should be delivered in early May. Confirmed that the new sweepers have had no breakdowns.

Boyd: Act 51 report is very close to being completed.

Old Business:

1. Approval of resolution to establish an inter-municipality committee under Michigan Public Act 200 of 1957 for purposes of transportation planning in the Traverse City study area.

Mullane confirmed that the resolution had been reviewed and approved by Henn Lesperance.

Motion by Joyce, supported by Mikowski to approve Resolution 23-02 to establish an inter-municipality committee under Michigan Public Act 200 of 1957 for purposes of transportation planning in the Traverse City study area.

Roll call vote: Popa, Calhoun, Joyce, Mikowski and Greenan. Nays: None. Motion is hereby approved.

Popa questioned whether Bingham Township had approved a similar resolution presented at their township meeting. Rob Carson of Networks Northwest presented at the township meeting and will present a resolution at the next meeting. He anticipates that the resolution will pass.

2. Discussion of Fire Lane 6.

Mullane had responded via email and reiterated that the request has to come through the township and that there is no guarantee of any match from the road commission. The township has asked for an estimate and this will be provided. If the township agreed to pay 100%, the project could be done this year but the road commission's budget has been set so the project would not be included in the current year if a match is to be requested. Popa mentioned a previous project that was funded completely by private funds but that the funds still had to come through the township and the township worked with the road commission on the project. Roads have to be done according to standards and there should be no exceptions that would set a precedent. If repaved, the road will have to be wide enough to meet the minimum AASHTO standards. Brown will look at the road by late summer.

3. Discussion of tree clearing on CR 641/Alpers Road.

Mullane met with John Fitzpatrick and Sarah Swinger after their public comments at the last board meeting. Giving advance notice of tree trimming activities is difficult because it is contingent upon weather and other road commission operations. Complaints of lack of notice, drastic/unnecessary trimming and removal, no opportunity for homeowners to remedy situation on their own, and incomplete cleanup. Mullane explained that the timing was based on weather and that the first pass did not clear enough to increase site distance at the intersection, which is why crews were back a second time. Keeping the edges of the roads clear is a safety issue for car/pedestrian traffic. There is a lot of pedestrian traffic in that area and it is important to maintain a clear zone on roadways. The road commission has an obligation to safely and effectively manage its roads and associated right of ways. Further discussion and suggestions of notification methods. Joyce pointed out that there was no ill intent and that many people plant, install fences, etc. in the commission's right of way. Greenan said there are two issues: maintenance of a clear zone and better communication. Calhoun said that townships had been asked to pass information on to residents regarding the upcoming shoulder peeling, which will also inspire a lot of feedback.

Brown commented that since the road commission is short staffed, it is not the best use of available manpower to try to contact everyone along the 3-4 mile section of road that was trimmed. Mullane said that the logs left behind belong to the homeowners but the area would be cleaned up and stumps removed as crews are available. Popa said that information regarding the right of way was on the road commission website. The road commission is responsible for maintaining the roads throughout the whole county, including tree trimming and other safety issues and that the work schedule varies day by day making notification of a particular area impractical. Greenan agreed that the road commission has to maintain the roads and right of way but will work on improving communications.

New Business: None.

Public comments: None.

Commissioner comments:

Greenan distributed an outline for a strategic plan to be discussed at an upcoming work session.

With no more business to conduct, Greenan adjourned the meeting at 10:33 a.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By _____
Garth Greenan, Chairman

Attest: _____
Susan Boyd, Secretary to the Board

May 2, 2023

The regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Garth Greenan at 9:00 am on Tuesday, May 2, 2023 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Garth Greenan, Vice Chair Jim Calhoun, Members Robert Joyce, Greg Mikowski and John Popa. Also present: Manager Brendan Mullane, Fleet Manager Tim Trudell, Engineer Craig Brown and Finance Manager/Secretary to the Board Susan Boyd. Guests were present. Public invited to attend via GoToMeetings link.

Agenda: Approved as presented.

Minutes from the April 18, 2023 regular meeting – approved as presented.

Public Comments: Bill Perkins, Village of Suttons Bay, asked if the road commission would have any objections if he pursued the installation of solar lighting at the recycling site that is located on road commission property across the street. There are funds available to cover the costs so he was just seeking permission to proceed. Popa said that he appreciated Mr. Perkins' efforts and suggested that he request to be added to the agenda once the information is complete.

Jeff Shaw, Elmwood Township Supervisor, thanked commissioners for approving a resolution in support of the township's application for TAP funds for sidewalks on Cherry Bend Road. He also expressed support for the installation of lighting at the recycling site noting that Elmwood's recycling site could not operate without lights.

Communication Items: None.

Appointments: None.

Staff Reports:

Mullane: Thank you to Bill Perkins for maintaining the recycling site and welcome to Zachary Marano, Eric Carlson's replacement at the Leelanau Enterprise. Requests for utility permits have increased. Township meetings will be completed by the end of next week. Met with Samsara, a fleet tracking company this week and committed to a 90-day trial. Street sweeping should be completed this week with prepping for spring paving projects next on the schedule. Details for the Elmer's Baatz Road project have been worked out and this is on the agenda for approval. Calhoun said that the Village of Northport was very happy with the sweeping that was done there.

Brown: Farhner has completed about five miles of crack sealing with another 19 miles that need to be done prior to chip sealing. Elmers has confirmed wedging projects will be done between Memorial Day and June 15th, which is the tentative start date for chip sealing. CR 675 culvert project went out for bid last week but came in \$1.2 million over planned, requiring lining up additional funding for completion. Design plans for CR 614 have been submitted to MDOT. Chip seal slag is being delivered to the Maple City yard. Brown was approved to finish out a vacated term on the Leelanau County Planning Commission as Transportation Representative. Popa suggested that Zachary Marano from the Enterprise contact Brown for updates on the CR 641 schedule. Joyce asked what level of maintenance was planned for CR 626. Only crack sealing this year.

Trudell: Unused items continue to be auctioned off or sold to other road commissions. Chip seal equipment and the distributor are being prepped for use. Trailer rental for transport of emulsion has been confirmed. Repairs on one of the Maple City buildings was quoted at \$22,000, and the \$25,000 budgeted for exterior painting will probably be reallocated to this repair. Two new GMC pickups are now in service. The new aluminum dump trailer is available for pickup and the new wood chipper will be delivered this week. Eleven GPS units on a 90 day trial from Samsara will be installed this week. These units are cellular based but continue recording if no coverage and will upload at time coverage is restored. Levels of service include dash cams, vehicle diagnostics, and material usage monitoring. If trial goes well, units will be installed on all equipment. Meeting with Grand Traverse County Road Commission to explore establishing a three county safety committee organization.

Boyd: Act 51 report should be submitted this week and the audit review will be scheduled for the next regular meeting. MTF receipts are less than 2% above last year and currently running a bit below budget.

Old Business: None.

New Business:

1. Review and acceptance of temporary easement for temporary road during Baatz Road reconstruction. Mullane explained that this was to grant authority to the road commission over the temporary road that will be built to accommodate traffic during construction of a culvert under Baatz Road for material transport by Elmer's. Acceptance will be pending approval by legal after review of the last changes.

Motion by Joyce, supported by Calhoun to approve the temporary easement for the temporary road to be in use during Baatz Road reconstruction and authorize Manager to sign on behalf of the road commission.

Todd Broad of Elmer's said that the goal is to have Baatz Road reopened by the end of November 2023. The temporary road is currently under construction and will be ready for use soon. Township approvals are in place but Mullane reiterated that the easement changes have to be reviewed and approved by legal prior to any road closure. Popa asked if anything needed to be issued by Brown. Mullane said at this point acceptance of the easement is the only request. Brown will still need to review the plans and a permit will be issued with plans attached. The first document included in the agenda (special terms) will be part of the permit and the second document is the temporary easement that is to be voted upon by the Board.

Roll call vote: Ayes: Mikowski, Joyce, Calhoun, Popa and Greenan. Nays: None. Motion is hereby approved.

2. Approval of engineer tech position.

Request to approve as a budgeted position in advance of hiring. Popa asked if position would be hourly or salary and said that the job title could be changed based on qualifications of applicant. Brown said the position will most likely be hourly since it may require long working hours some days.

Motion by Joyce, supported by Calhoun to approve a position for an engineer tech.

Roll call vote: Ayes: Popa, Calhoun, Joyce, Mikowski and Greenan. Nays: None. Motion is hereby approved.

Public comments: None.

Commissioner comments:

Mikowski said it is not a happy spring.

Joyce thanked Elmwood Township Supervisor Shaw for attending and thanking board for support, and also thanked Todd Broad for providing the information regarding Baatz Road reconstruction.

With no more business to conduct, Greenan adjourned the meeting at 9:49 a.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By _____
Garth Greenan, Chairman

Attest: _____
Susan Boyd, Secretary to the Board

May 16, 2023

The regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Garth Greenan at 9:00 am on Tuesday, May 16, 2023 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Garth Greenan, Vice Chair Jim Calhoun, Members Robert Joyce, Greg Mikowski and John Popa. Also present: Manager Brendan Mullane, Fleet Manager Tim Trudell, Engineer Craig Brown and Finance Manager/Secretary to the Board Susan Boyd. Guest was present. Public invited to attend via GoToMeetings link.

Agenda: Popa requested discussion of strategic plan be added as Item 7 under New Business and Calhoun requested rescheduling of the June 6th meeting be added as Item 8 under New Business. Agenda approved as amended.

Minutes from the May 2, 2023 regular meeting – approved as presented.

Public Comments: Lynn Telgard, Leland, distributed maps and lists of road ends in Leland. Her driveway permit for the Pine Street road end was not approved. Since the road ends differ in surface material, signage, access, and usage, she requested that a discussion be put on the agenda for the next meeting for further clarification.

Communication Items: None.

Appointments: None.

Staff Reports:

Mullane: Crews are prepping roads for paving and chip sealing is on schedule for a mid-June start. Township presentations have been completed. The Cedar Creek RFP has been issued and a recommendation will be presented at the next board meeting. With the bids for the CR 675 bridge project coming in significantly higher, a letter of support and tentative request for a \$200,000 match is on the agenda.

Brown: Farhner has completed all of the crack sealing with about half of this mileage scheduled for chip sealing. Fleis & Vandenbrink are preparing the township Asset Management reports. Milling has started on CR 641 and asphalt is scheduled for May 23rd. Elmers has confirmed paving will start after Memorial Day and wedging on CR 633 and CR 616 will be completed before chip sealing. Overlays on Traverse Lake Road, Church Street and Westman will be scheduled for August/September. Temporary road at Baatz Road has been built but there are still a few details to be resolved with Elmers. Greenan asked if Fleis & Vandenbrink were going to do PASER ratings. Brown said that Networks Northwest will possibly reimburse for rating local roads and Fleis & Vandenbrink may be able to provide a second certified person to go with him. Greenan stated that it is important to have these ratings and Asset Management Plan done prior to the strategic plan.

Trudell: Unused items continue to be auctioned off or sold to other road commissions. Repairs to the Stran building and concrete work around the buildings will be done internally. Quote for repairs to a Maple City building is on the agenda. Maintenance at MDOT roadside parks will start next week. Rental trailers for emulsion transport will be picked up the week of June 5th. A request to add two plow trucks to the 2024 order is also on the agenda.

Boyd: Waiting for a date for the audit report to be presented to the board.

Old Business: None.

New Business:

1. Approval of Resolution 23-03 – annual request for \$10,000 reimbursement from MDOT for costs of services provided by licensed engineer.

Motion by Joyce, supported by Mikowski to approve Resolution 23-03 requesting \$10,000 reimbursement from MDOT for costs of services provided by licensed engineer.

Roll call vote: Ayes: Popa, Calhoun, Joyce, Mikowski and Greenan. Nays: None. Motion is hereby approved.

2. Approval of dust palliative bid.

Brown explained the inconsistencies in the bid received from Great Lakes Chloride and made the recommendation to accept the bid submitted by D & J Bowen Dust Control.

Motion by Joyce, supported by Mikowski to accept the bid received from D & J Bowen Dust Control for dust palliative services.

Roll call vote: Ayes: Mikowski, Joyce, Calhoun, Popa and Greenan. Nays: None. Motion is hereby approved.

3. Discussion of schedule for plow truck purchases through 2026 due to emission system changes and approval of truck order for 2024.

Trudell explained that emissions have to be reduced by 70% by 2027 and there are generally equipment problems in the first years. In an effort to avoid dealing with these issues and still keep on schedule with equipment replacement purchases, he suggested ordering two additional trucks each year for 2024-2026. There would be no trucks ordered in 2027-2029. The only other projected major capital replacement for this time period would be for the smaller grade and a loader. Request is to add two more trucks to the current order for two trucks for 2024 scheduled to be built in December. Popa agreed that it was a good plan but would like to see more information. Greenan requested a revised equipment replacement schedule showing what purchases would be delayed and the budget effects. The order has to be placed this week to ensure a December build date since there are only three slots left. If placed later, it will be a March 2024 date. Joyce suggested placing the order since it can be cancelled at the next meeting if need be. Trudell will confirm the cancellation option and if there isn't one, the order won't be placed.

Motion by Joyce, supported by Calhoun to place an order for two additional plow trucks for 2024 on the condition that if not cancellable the order will not be placed as determined to be in the best interest of the Leelanau County Road Commission.

Roll call vote: Ayes: Popa, Calhoun, Joyce, Mikowski and Greenan. Nays: None. Motion is hereby approved.

4. Approval of quote from Greene Construction Group LLC for repairs to Maple City truck storage garage.

Trudell explained the repairs necessary. Partial repairs would cost \$17,000. If the building is completely repaired at this point, there will be savings of about \$8,000 over having these repairs done at different times. This building would not be removed in future planned reconstruction/renovation of the Maple City facility. The quote is for \$72,123 and is unbudgeted but would be covered by approximately \$50,000 not needed for the budgeted GPS system and the balance from the \$50,000 budgeted for exterior painting. Joyce said that it is a safety issue and there is a price efficiency by doing the repairs in entirety. Popa mentioned that he had been on site and seen the building damage. Greene could start the job within two weeks.

Motion by Joyce, supported by Calhoun to accept the bid received from Greene Construction Group LLC for repairs to be made on the Maple City truck storage garage not to exceed the amount of \$72,123 as determined to be in the best interest of the Leelanau County Road Commission.

Roll call vote: Ayes: Popa, Calhoun, Joyce, Mikowski and Greenan. Nays: None. Motion is hereby approved.

5. Discussion of financial contribution to Crystal River Project over next three years.

Mullane explained that more funding will be needed to complete this project because the bids came in significantly higher than anticipated. Additional funds will be requested from BIA Critical Bridge funds but according to Rob Kalbfleisch of GTBOCI, letters of support and pledges of financial support help with these requests. It is not to the point of requiring a commitment of financial support so no motion is necessary. Greenan said that he is in favor of a letter of support and financial commitment of up to \$200,000 for a \$6 million project that will provide a lot of community benefits. Popa asked if this discussion was regarding the letter of support or was also to include a financial commitment. Mullane clarified that it was just a discussion about support for the project. It was agreed upon to include in the minutes that the board expressed an interest to allocate up to \$200,000 over the next three years in financial support to the project.

Motion by Joyce, supported by Mikowski that the Leelanau County Road Commission Board of Commissioners has interest in allocating a potential financial contribution in an amount not to exceed \$200,000 over the next three years in support of the Crystal River Project as determined to be in the best interest of the Leelanau County Road Commission.

Roll call vote: Ayes: Mikowski, Joyce, Calhoun, Popa and Greenan. Nays: None. Motion is hereby approved.

6. Approval of letter to BIA in support of Crystal River Project.

Motion by Popa, supported by Joyce to approve the Letter of Support of the Crystal River Project and authorize the Chair to sign on behalf of the Leelanau County Road Commission.

Ayes: All. Nays: None. Motion is hereby approved.

7. Discussion of Strategic Plan.

Popa said that it was a good start at the last work session and he added comments to the outline and will forward to all commissioners for discussion at the next meeting. Some items need to be addressed soon rather than delay. He would like to see the plan discussed at each meeting. Greenan said that staff input is needed as well and suggested dividing up assignments.

8. Rescheduling of June 6, 2023 regular board meeting.

Due to a scheduling conflict, Calhoun requested that the board meeting scheduled for June 6th be changed to either June 5th or 7th.

Motion by Calhoun, supported by Mikowski to reschedule the next board meeting to June 5, 2023.

Ayes: All. Nays: None. Motion is hereby approved.

Public comments: None.

Commissioner comments:

Joyce thanked Trudell for keeping up with emission standards.

Calhoun thanked all for changing the next meeting date.

Popa requested that road ends be on the agenda for discussion at the next meeting and that a copy of the policy addressing road ends be provided. He also suggested that all road projects be listed on the website.

Mullane reminded commissioners of the safety meeting scheduled for next Tuesday and asked if they were still planning on providing lunch for the crews that day.

With no more business to conduct, Greenan adjourned the meeting at 10:19 a.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By _____
Garth Greenan, Chairman

Attest: _____
Susan Boyd, Secretary to the Board

June 5, 2023

The regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Vice Chairman Jim Calhoun at 9:00 am on Monday, June 5, 2023 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Garth Greenan, Vice Chair Jim Calhoun, Members Robert Joyce, Greg Mikowski and John Popa. Also present: Manager Brendan Mullane, Fleet Manager Tim Trudell, Engineer Craig Brown and Finance Manager/Secretary to the Board Susan Boyd. Guests were present. Public invited to attend via GoToMeetings link.

Agenda: Approved as presented

Minutes from the May 16, 2023 regular meeting – approved as presented.

Public Comments: None.

Communication Items: None.

Appointments:

1. Presentation by Samsara (9:30 am).

Amber Stanton, representative for Samsara, presented a summary of the Samsara GPS system and answered questions from commissioners regarding coverage and data collection, other users, competitors, and installation/maintenance. Trudell confirmed that installation was easier and units were compatible with existing sensors and cables. It also plugs into the diagnostics of vehicles.

Staff Reports:

Mullane: Commissioner appreciation luncheon for the crews went very well and was appreciated. Point Broadband activity continues to increase. Met with Leland Township to discuss Special Assessments Districts in relation to road improvements and a meeting with Cherry Homes/Leelanau Township to discuss the same. Crews have started prepping for paving projects and the force feed loader has greatly increased speed and efficiency. Bid for crossings 3 and 4 of the Crystal River bridge project was approved for \$2.1 million dollars by the Grand Traverse Band of Ottawa and Chippewa Indians. No updates on sources of additional funding that will be needed for this project. Popa asked if the roadkill issue had been discussed at the Paul Bunyan Council meeting. Mullane summarized the discussion and status. Popa requested that the design for the Cedar Run and Victoria Creek culverts be monitored to ensure that these remain culverts and not transition to bridges.

Brown: CR 641 paving is finished with just shoulder and guardrail work to be done. Elmers completed CR 616 and will start CR 633 the week of June 12th. Chip sealing will also start that week. Temporary road at Baatz Road is now in operation and is working well. Signage issues have been resolved. Center and edge striping of primary roads is starting today. Once designs are complete for paving at Cedar Road and Marek Road, these will go out for bid and be scheduled for August/September. Suttons Bay Township has committed \$15,000 for Marek Road. This will be matched by the road commission with the balance to be covered by the developer. Village of Empire approved chip seal for two roads not to exceed \$14,000.

Trudell: Items continue to be sold on auction sites or directly to other road commissions. Three rental trailers for hauling emulsion will be picked up this week. Repairs to the building at Maple City has been scheduled to start July 5th. Equipment for 2024 plow trucks has been sent out to bid and will be presented at the next meeting. Additional truck purchase and GPS upgrade are included as agenda items. Summary of benefits of Samsara GPS system included compatibility with existing controls to track material usage, access via app or computer, data collection continues regardless of coverage and uploads later, constant updates allow for almost live coverage, and comprehensive notifications, i.e., speeding, seat belt usage, and braking.

Boyd: Received the MERS annual actuarial report for 2022 and in spite of the valuation losses for last year, the funded ratio remains at 102%.

Old Business:

1. Discussion of equipment replacement schedule and accelerated truck purchases.

Updated Asset Management Plan was presented. Trudell explained that changes were made to accommodate the proposed accelerated truck purchases for 2024-26 and remain within budget without falling behind on other necessary capital replacement. Four trucks would be purchased in each of the next three years replacing the Sterlings. No truck purchases would be made in 2027-29. Popa clarified the motion to be made and stated that he did not support accelerated purchases for three years and getting rid of trucks that were still in good condition. Trudell said that it has become difficult to get parts for the Sterlings.

Motion by Popa, supported by Joyce to accept the changes made to the Asset Management Plan and to authorize staff to order two additional Western Star plow trucks for 2024 as is determined to be in the best interest of the Leelanau County Road Commission.

Further discussion of open bids compared to MiDeal and Sourcewell.

Roll call vote: Ayes: Popa, Calhoun, Joyce, Mikowski and Greenan. Nays: None. Motion is hereby approved.

2. Discussion of Strategic Plan. (moved to end of agenda).

Calhoun suggested discussing the plan in sections rather than discussing as a whole. Greenan submitted a draft mission statement and vision statement for review. These will be finalized at the next meeting. He also suggested focusing on facilities and PASER ratings as priorities. Joyce requested that Mullane collect and prioritize policies for review. Popa agreed that the list should be reviewed and revised as necessary. He also suggested that the strategic plan discussion be separate from the regular board meeting. It was agreed to hold a work session at 8:00 am on June 20, 2024 to be followed by the regular board meeting.

New Business:

1. Discussion and approval of Samsara contract for GPS services.

Popa asked Trudell to review the costs presented on the quote. Trudell confirmed that all equipment is rented and that the annual proposed cost covers equipment and service.

Motion by Joyce, supported by Calhoun to authorize staff to accept a three year contract with Samsara at the Sourcewell pre-bid pricing as determined to be in the best interest of the Leelanau County Road Commission.

Roll call vote: Ayes: Mikowski, Joyce, Calhoun, Popa and Greenan. Nays: None. Motion is hereby approved.

2. Acceptance of design proposal for Cedar Run and Victoria Creek culverts.

Brown explained that the road commission will hold the contract for these projects but the costs will be covered by Conservation Resource Alliance and reimbursement will be on an ongoing basis rather than at completion of the projects. Design should be done by next year.

Motion by Joyce, supported by Mikowski to authorize staff to accept design contract with KPM Engineering for the design of Cedar Run and Victoria Creek culverts, and to enter into an agreement with the Conservation Resource Alliance for said design as determined to be in the best interest of the Leelanau County Road Commission.

Greenan asked about Brown's prior experience with KPM and Brown responded that it had been positive.

Roll call vote: Ayes: Popa, Calhoun, Joyce, Mikowski and Greenan. Nays: None. Motion is hereby approved.

3. Discussion of Leland River road ends and proposed Resolution 23-04.

Mullane discussed request received from Lynn and Skip Telgard for a driveway off of Pine Street, which is a road end. A similar request was denied last year. Denial was based on signage requirements, limitation for improvements for road ends, and property access from First Street. The Telgards pointed out inconsistencies in usage and treatment of road ends and also pointed out that access from First Street would eliminate several parking spots, thereby adding to the parking problem. Joyce said that he had driven around to look at other road ends and had seen no signs for private driveways. Mullane explained that he had been requiring correct signage at road ends per the applicable resolution but it had not previously been the case. Discussion regarding the current policy and usage of road ends. There was general support for approval of the driveway permit in question. Greenan requested that the policy be reviewed and modified. No motion on Resolution 23-04.

Public comments: None.

Commissioner comments:

Calhoun thanked Joyce for his work on the crew luncheon and said that it needs to be done more often. He also asked about the status of hiring an engineer tech.

Joyce said the luncheon went well and was fun. He concurred that it should be done more often.

Mikowski agreed that it was fun.

Greenan said it was an excellent outing and should be done more often.

With no more business to conduct, Greenan adjourned the meeting at 11:22 a.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By _____
Garth Greenan, Chairman

Attest: _____
Susan Boyd, Secretary to the Board

June 20, 2023

The regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Garth Greenan at 9:00 am on Tuesday, June 20, 2023 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Garth Greenan, Vice Chair Jim Calhoun, Members Robert Joyce, Greg Mikowski and John Popa. Also present: Manager Brendan Mullane, Fleet Manager Tim Trudell, Engineer Craig Brown and Finance Manager/Secretary to the Board Susan Boyd. Guests were present. Public invited to attend via GoToMeetings link.

Agenda: Amended to add Commissioner Attendance at annual MCRCSIP meeting in July as Item #4 under New Business.

Minutes from the June 5, 2023 regular meeting – approved as presented.

Public Comments: Jeff Heitzman, Fire Lane 6 in Omena, asked if Engineer Craig Brown had set a timeline for inspection and bid request. He also complained that Omena Point Road needed mowing. Tom Buehler, Fire Lane 6 in Omena, offered to work with Elmer's directly for a design and elevation drawings at the expense of the residents of Fire Lane 6. Responses included in Staff Report.

Communication Items: None.

Appointments:

1. Presentation of audit report by Will Love, Audit Manager with Rehmann Robson.

Mr. Love reviewed the auditors' communication letter, the audit representation letter, and the audit reports. The schedule of findings was reviewed with responses from the road commission staff which were considered acceptable.

Motion by Joyce, supported by Calhoun to accept the 2022 audit report and Act 51 report as presented by Rehmann Robson.

Roll call vote: Ayes: Popa, Calhoun, Joyce, Mikowski and Greenan. Nays: None. Motion is hereby approved.

Staff Reports:

Mullane: Chip sealing has started but has experienced delays due to weather and mechanical issues. Met with Leland residents regarding drainage issues at North Street and M-22. Met with design team for the Sleeping Bear Heritage Trail. Project may require realignment of road to accommodate the new path. Grading easements are in process for the start of the Crystal River project this fall. Informed by Leelanau County Commission that there is a planned assessment of approximately \$22,000 for the Lake Bluffs drainage district project. A notification of the amount assessed to the road commission will be sent out soon. Greenan asked about funding for the Sleeping Bear Heritage Trail. Mullane confirmed that even if road alignment is required there will be no funding required from the road commission. Grading of Fire Lane 6 is on the schedule but grading operations will not resume until after chip sealing is done. Mowing is ongoing but not sure of schedule for Omena area. Omena Point Road is a local road and as such will require a local match from the township for any repairs. Repairs had been scheduled a few years ago but the township decided not to go forward. Greenan asked if the drain assessment would be required to be paid in a lump sum or installments. Mullane said that terms will be specified in the letter but believes that both are options.

Brown: Total costs for the CR 641 overlay project will be available after final closeout. This completes 7.75 miles of reconstruction/resurfacing of CR 641. PASER rating of primary roads is scheduled for July 27th with Networks Northwest and MDOT. Paving on areas of CR 633 was completed prior to chip sealing another section of that road. The three HMA projects are scheduled for late summer/early fall so as not to conflict with chip sealing operations. MDOT and EGLE permits have been approved for the Crystal River Project which will start the day after Labor Day and will take 2 to 2.5 months to complete. Mike Foster has accepted the position of Engineering Technician and will start on Monday the 26th. Greenan asked if Church Street would be reconstruction and Brown confirmed. Popa suggested that once final numbers are available for CR 641 it would be a nice article for the Leelanau Enterprise to present in terms of miles done and money spent. Popa asked if Brown was aware of the proposed direct contact with Elmer's by Fire Lane 6 residents. Brown was not but confirmed that he would look at Fire Lane 6 and send out for bids but that this is between the township and the road commission. Popa mentioned that residents have been told time and time again that they need to go to the township. Joyce stated that it has also been made clear that the construction schedule has been set and budgeted funds allocated. Brown also addressed the new business relationship between Elmer's and Rieth-Riley. The bidding process will be affected since the two companies cannot bid against each other.

Trudell: New distributor is not in operation due to mechanical issues with valves but this is being addressed by AIS. Installation of new GPS units is going well. The units will coordinate with the material application units and collect material usage data every day and totals for year end. Material type will be set by the operator. Repair of the middle building at Maple City has been scheduled for July 5th. The building will be emptied, cleaned and minor repairs made prior to that date. Orders for all 4 trucks are now on the same schedule. A forklift for Maple City and air compressor for Suttons Bay are the only two items remaining on this year's capital outlay.

Boyd: Presented a comparative spreadsheet and graph of YTD MTF receipts which are below MDOT projections but still above budget. Explained that cost of GPS units were allocated to each vehicle and not considered capital since nothing was actually purchased.

Old Business: None.

New Business:

1. Discussion and approval of plow truck equipment bid.

Trudell explained that bids received from Schults and Truck & Trailer were close but Schults did not include costs of rebuilding sanders and this would add another \$3,000 to each unit.

Motion by Popa, supported by Joyce to authorize staff to accept the bid from Truck & Trailer for plow truck equipment in the amount of \$118,577 per unit for four units at a total cost of \$474,308 as determined to be in the best interest of the Leelanau County Road Commission.

Roll call vote: Ayes: Mikowski, Joyce, Calhoun, Popa and Greenan. Nays: None. Motion is hereby approved.

2. Discussion and acceptance of bid for purchase of scrapers.

Trudell said that the previously purchased Michigan scrapers were low maintenance and were liked by crews. Truck & Trailer will install and that includes all hydraulics.

Motion by Joyce, supported by Mikowski to authorize staff to purchase four Michigan Scrapers from Heights Machinery at a cost of \$15,845 each and a total cost of \$63,380 as determined to be in the best interest of the Leelanau County Road Commission.

Roll call vote: Ayes: Popa, Calhoun, Joyce, Mikowski and Greenan. Nays: None. Motion is hereby approved.

3. MCRCSIP Board of Directors Election.

There is only one nominee for At-Large Representative and four for Northern Representatives. Mullane recommended Brent Shank and Mark Timmer since they are both members of the Paul Bunyan Council.

Motion by Joyce, supported by Calhoun to vote for Brett Laughlin for MCRCSIP Board of Directors At-Large Representative and Brent Shank and Mark Timmer for MCRCSIP Board of Directors Northern Representatives.

Ayes: All. Nays: None. Motion is hereby approved.

4. Commissioner attendance at MCRCSIP annual meeting.

There were no objections to commissioner attendance at this meeting scheduled for July. Popa has registered and Calhoun will also attend.

Public comments: None.

Commissioner comments:

Mikowski said great job on audit and financials.

Joyce commented that with the consistent and repeated communication with Fire Lane 6 representatives this now feels like badgering on their part.

Calhoun concurred that the Fire Lane 6 representatives need to stop pushing.

Popa has asked for MDOT to present to the road commission once the final plan has been done for work planned for Grandview Parkway/M-22 since it will affect a portion of Leelanau County. Brown said that MDOT was now unsure of the scheduling due to very high costs. Popa also mentioned the recent article in CRA Crossroads regarding Roscommon County Road Commission's success in hiring using signage. Greenan said good audit.

With no more business to conduct, Greenan adjourned the meeting at 10:31 a.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By _____
Garth Greenan, Chairman

Attest: _____
Susan Boyd, Secretary to the Board

July 5, 2023

The regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Garth Greenan at 9:00 am on Wednesday, July 5, 2023 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Garth Greenan, Vice Chair Jim Calhoun, Members Robert Joyce and John Popa. Also present: Manager Brendan Mullane, Engineer Craig Brown and Finance Manager/Secretary to the Board Susan Boyd. Member Greg Mikowski was absent. Guests were present. Public invited to attend via GoToMeetings link.

Agenda: Amended to add Discussions after Communication Items as requested by Popa and Discussion of Strategic Plan Values to Item #1 under Old Business as requested by Greenan. Agenda approved as amended.

Minutes from the June 20, 2023 regular meeting – approved as presented.

Public Comments: None.

Communication Items: Greenan mentioned he received notice of issuance of the annual MCRCSIP refunds.

Appointments: None.

Discussions: Popa suggested that this section be added to the agenda to cover items that warrant discussion only with no action required. Discussion regarding scheduling of Strategic Planning sessions. Calhoun and Joyce both said that summer is a very busy time for them and that adding a session prior to every board meeting would be inconvenient. Greenan would like to keep the process moving but agreed that summer was a busy time. He suggested scheduling for every other board meeting during the summer and changing to every board meeting after September. Next work session will be held prior to the regular board meeting on August 1, 2023.

Staff Reports:

Mullane: Nineteen of the 31 chip seal projects have been completed. None scheduled for this week due to the short holiday week and rain in the forecast. Crack sealing of MDOT roads should start the week of July 10th. MCRCSIP's assessor completed a property inspection on June 20th. Met with new supervisor of Leelanau Township to update him on projects that have been requested by the township. Participated in the 4th of July parades in Leland and Glen Arbor. National Park Service has requested input on the design process for a relocated dock on South Manitou Island. Onsite meeting to be scheduled for late August. Networks Northwest has updated the proposed inter-governmental agreement for establishing an MPO and the adoption request is on the agenda. Fleet/Facilities: The GMC pickup that was the Maple City patrol vehicle is now up for auction. It is the first test of the disposal of an asset using the new enhanced life cycle replacement schedule. Repairs to the middle building at Maple City have started with sheet metal removed from the building. New GPS system is 98% installed and working very well. Calhoun noted that it had been explained to the Leelanau Township supervisor that road repair requests started with the township. Greenan suggested checking with Bill Henn regarding the National Park Service's proposed usage of a road end on South Manitou Island. Popa expressed concern that there are no longer hydraulic lift gates on trucks used by the superintendent and foreman. Since they are the ones most often picking up supplies and roadkill, he believes that this is a safety/work injury concern. Mullane explained that it takes a lot of effort and modification to install lifts and due to the accelerated resale schedule, the decision was made to not install lifts on those vehicles. There are lifts on crew vehicles only but this decision will be revisited.

Brown: Welcome to Mike Foster, our new engineering technician, who started last Monday. He is off to a great start. CR 641 overlay project final closeout meeting is scheduled for July 8th. Fleis & Vandenbrink completed asset management reports for each township and primary roads. The reports are comprehensive and show both good and bad RoadSoft data. First round of pavement marking is done with the second round to be scheduled after sealcoat and HMA projects are done. CR 675 bridge project update meeting was held on June 27th. Elmer's was awarded the bid with a September 5th start date. PASER ratings of all primary roads is scheduled for July 27th. Popa asked if crack sealing had been done and Brown confirmed that it had been. Greenan has noticed that pavement markings seem to fade the first year after chip sealing and fogging and suggested that these sections be included in the pavement marking schedule the following year. Brown will look at markings on applicable roads.

Boyd: Most recent MTF payment included additional for delayed receipts making up for lower payments received in previous months. Clarified coverage of audit results that were published in the recent issue of Leelanau Enterprise. Deficiency noting internal control issue due to limited staffing has been included in the audit report since 2019 and is a common deficiency in smaller organizations. Variance in inventories of road materials have been noted prior and as was brought up previously, estimation of loaded materials is pretty variable. Inventories will be adjusted on a regular basis after usage.

Old Business:

1. Approval of Mission Statement, Vision Statement, and discussion/approval of Strategic Plan Values.

Motion by Joyce, supported by Calhoun to adopt the Mission Statement and Vision Statement as presented as determined to be in the best interest of the Leelanau County Road Commission.

Ayes: All. Nays: None. Motion is hereby approved.

Greenan reviewed values for the Strategic Plan and suggested that they could be further defined and approved at the next meeting. Joyce stated that they were perfect as is.

Motion by Joyce, supported by Calhoun to adopt the Strategic Plan Values as presented as determined to be in the best interest of the Leelanau County Road Commission.

Ayes: All. Nays: None. Motion is hereby approved.

2. Approval of inter-governmental agreement for participants in MPO-TTCL.

Mullane explained that board approval from all MPO member boards is needed as the next step in the process. Rob Carson, Networks Northwest, said that the agreement outlines the voting structure which is one vote per organization with an equal allocation of dues. Pending approval by the boards of all participating organizations, approval at the state level would follow. MDOT has requested a formal resolution and this will be forwarded for approval at a later date. Three entities possibly will not participate but there are enough participants without these three. Mr. Carson noted that the MPO will open up significant grant opportunities for federal roads and

without participation by Grand Traverse, Leelanau County, BATA, and the City of Traverse City will be the only qualifying recipients for those funds.

Motion by Joyce, supported by Calhoun to approve the inter-governmental agreement for participants of the Metropolitan Planning Organization-Traverse Transportation Coordinating Initiative (TTCI) as presented.

Greenan asked which other entities were participating and Mr. Carson listed them. He also noted that entities can also become part of the MPO at a later date. Calhoun asked if the dues would change should the three organizations chose not to participate. Mr. Carson confirmed that it would change the allocation. Popa asked when Page 11 (the signatory page) should be signed and dated. It should be dated today but any further revisions will come back in front of the board for approval. Mr. Carson will put together the required resolution and forward for approval.

Roll call vote: Ayes: Popa, Calhoun, Joyce and Greenan. Nays: None. Motion is hereby approved.

New Business: None.

Public comments: None.

Commissioner comments:

Popa agreed that the audit coverage in the Leelanau Enterprise was not accurately presented. Calhoun requested that reminders be sent if work sessions are scheduled prior to the board meetings. Joyce loves everyone. Greenan is pleased with the progress being made on the roads and thanked staff for getting it done.

With no more business to conduct, Greenan adjourned the meeting at 9:58 a.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By _____
Garth Greenan, Chairman

Attest: _____
Susan Boyd, Secretary to the Board

July 18, 2023

The regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Garth Greenan at 9:03 am on Tuesday, July 18, 2023 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Garth Greenan, Vice Chair Jim Calhoun, Members Robert Joyce, Greg Mikowski and John Popa. Also present: Manager Brendan Mullane, Engineer Craig Brown, Engineer Tech Mike Foster, Fleet/Facilities Manager Tim Trudell and Finance Manager/Secretary to the Board Susan Boyd. Guests were present. Public invited to attend via GoToMeetings link.

Agenda: Amended to add email received from Jeff Heitzman as Item #2 under Communication Items. Agenda approved as modified.

Minutes from the July 5, 2023 regular meeting – approved as presented.

Public Comments: Jeff Heitzman, Fire Lane 6, Omena, doesn't feel that they are badgering the road commission. They requested a bid directly from Elmers two years ago, the township has passed a resolution, and repairs to Fire Lane 6 need to be acted upon. Tom Buehler, Fire Lane 6, Omena, reiterated their offer made at the last meeting to hire Elmers to do design drawings at the expense of the homeowners. He stated that no one had contacted Engineer Brown or Elmers directly. Bruce Carlson, 6401 N. Swede Road, Northport, listed various signage issues that he has observed and questioned how mailboxes and trash containers could be allowed in the right of way. With other signage irregularities that he has noticed, he doesn't know why his previously requested farm machinery signage is not acceptable. These issues will be addressed under Staff Reports.

Communication Items:

1. Letter from MDOT opting not to pursue a joint MPDG grant opportunity.

Mullane explained that the letter was outlining the supporting factors for the decision declining to include work on Cherry Bend Road and an area further north of MDOT's original project limit on M-22 in their application for MPDG Rural Grant Opportunity funding.

2. Email from Jeff Heitzman regarding Fire Lane 6.

Receipt was acknowledged.

Appointments: None.

Discussions: None.

Staff Reports:

Mullane: In response to Mr. Carlson's concern about mailboxes and trash containers in the right of way, it was explained that certain things are allowed in the right of way but as with mailboxes there are set standards for installation and location. Trash containers are allowed out of practicality. If they were left in the roadway or left out for days, they would be an issue but the road commission does not have the staff to police these low priority issues and these are dealt with as time and resources allow. Other non-standard signage is monitored but is also considered low priority. Signs previously requested by Mr. Carlson are not standard signage included in the Michigan Manual of Uniform Traffic Control Devices. A tractor crossing sign is approved signage but requires a valid crossing based on an approved driveway permit. Leelanau Township will be given an estimate for Fire Lane 6 but the township still needs to decide on its priorities for projects. The road commission has not yet received anything from the township confirming interest in pursuing this project. Chip sealing is going well and should be finished by next week, well ahead of last year's schedule. Cherry Homes Association is planning to hire a firm to assess the road conditions and estimate associated costs. This should help better define this project which is made more complex by the HOA structure. Leland Township passed a policy on Special Assessment Districts which should help facilitate resolution of issues with their local road network. Installation of lift gates on supervisor vehicles was reviewed and it was decided to continue installation on just crew trucks due to the potential negative effect on the resale value of the truck. Brown and Mullane met with Fleis & VandenBrink to discuss using ArcGIS for mapping and data management. Approval of the final resolution for the MPO was provided by Networks Northwest and is on the agenda. Popa asked if ArcGIS would replace RoadSoft. It would be used in tandem with RoadSoft but ArcGIS has much better mapping capabilities and easier data manipulation. Brown explained that we are just exploring options at this point with no commitment for anything.

Brown: Final closeout meeting for CR 641 was held on June 8th. After chip sealing is finished, a section where a hole appeared on CR 641 will be excavated to determine the cause. Permit for the CR 675 bridge project was received from USACE. Greenan asked if the issue on CR 641 was caused by settling or an underlying hole. Brown assumes settling at this point but it will be confirmed after excavating the area. It is scheduled for chipseal next year so the patched section will be covered at that point. Received asset management reports from Fleis & VandenBrink but will research some of the findings prior to presenting to the board for review. It includes estimated costs of \$92 million to perform all necessary repairs on county roads.

Trudell: Final bid price for truck #1004 was \$40,500 which is more than what was paid for it in 2021. The high resale price supports the decision not to install liftgates on supervisor vehicles since that would require drilling additional holes in the truck. Parking lot was repaired over the holiday week. Winter prep of equipment is ongoing. Repairs to the Maple City building are underway and sheet metal panels should be installed this week. Engine horsepower on the new trucks that are on order was reduced from 525 to 500 due to a radiator shortage but may be resolved prior to production in which case the horsepower will be increased back to 525. GPS units are being switched around based on equipment activity. This system has much better coverage and there are fewer drops than with the previous system. Popa thanked Trudell for the new GPS system and suggested that all commissioners check it out.

Boyd: Materials to be reviewed at the next strategic planning work session scheduled for August 1st are distributed to commissioners.

Old Business:

1. Approval of reviewed policies.

Popa requested that the policy addressing Cutting Wood Along the Road Right of Way be modified to read "or give permission/permit to take trees down" since the road commission occasionally allows other parties to remove trees.

Motion by Joyce, supported by Mikowski to approve the following policies:

- Guide Signs Along County Roads Policy
- Policy Prohibiting Sale of Road Materials to Individuals
- Cutting Wood Along The Road Right-Of-Way (modified)
- Non-Disclosure/Confidentiality Policy
- Electronic Information Systems Policy
- Harassment Policy
- Credit Card Use Policy
- Investment Policy

as modified as determined to be in the best interest of the Leelanau County Road Commission.

Ayes: All. Nays: None. Motion is hereby approved.

2. Approval of Traverse Transportation Coordinating Initiative Adoption of agreement and bylaws.

Mullane explained that this resolution was the final version of the one presented and accepted at the last meeting.

Motion by Popa, supported by Joyce to approve the resolution for establishment of an intermunicipal committee by Traverse Transportation Coordinating Initiative (TTCI) as presented.

Roll call vote: Ayes: Mikowski, Joyce, Calhoun, Popa and Greenan. Nays: None. Motion is hereby approved.

Motion by Joyce, supported by Mikowski authorizing the Manager to sign the resolution on behalf of the Leelanau County Road Commission.

Ayes: All. Nays: None. Motion is hereby approved.

3. Discussion of proposed updates to Resolution #16-03.

Mullane presented a draft of changes to this resolution as recommended by Attorney Bill Henn. The most significant change was made to Item #10 clarifying unimpeded public access. A recommended change is to the previously required Private Road signage. Signage should be similar to seasonal road signage designating public access but not maintained by the road commission. Calhoun asked if this would clarify the issues of the Telgard's driveway application. Mullane said it would if approved. Popa asked if the resolution should be updated or replaced. Mullane said updated since it is and has been referenced regularly.

Motion by Joyce, supported by Calhoun to accept the recommended updates to Resolution 16-03.

Ayes: All. Nays: None. Motion is hereby approved.

4. Authorization for manager to sign Letter of Commitment for Crystal River Bridges Project.

Mullane explained that this was a formal letter of commitment for the local match confirmation that was previously discussed and approved. Crossings #3 and #4 are scheduled first and have been fully funded. Crossing #1 scheduled for 2025 is not fully funded and having commitments from other participating entities will help with the application process.

Motion by Joyce, supported by Mikowski to authorize the manager to sign the Letter of Commitment for Crystal River Bridges Project on behalf of the Leelanau County Road Commission.

Roll call vote: Ayes: Mikowski, Joyce, Calhoun, Popa and Greenan. Nays: None. Motion is hereby approved.

5. Update of manager review.

Closed session per the request of Mullane.

Motion by Popa, supported by Joyce to move to closed session.

Roll call vote: Ayes: Popa, Calhoun, Joyce, Mikowski, and Greenan. Nays: None. Motion is hereby approved.

Meeting moved to closed session at 10:06 a.m.

Meeting returned to open session at 11:22 a.m.

Greenan stated that a review and update of the manager's performance was discussed during closed session.

New Business: None.

Public comments: Tom Wellman, Cherry Homes, passed along a complaint from a member about the edges of the road crumbling in front of his house. The homeowner picked up the pieces of asphalt but wondered how to dispose of them. Wellman asked if when crews were out patching they could fix the edges at that location. Mullane responded that if the debris was put in a pile crews would pick it up when in the vicinity. If patching is a viable fix for the road edges, they will also take care of that. Mr. Wellman will forward the address.

Commissioner comments:

Calhoun is going downstate to the MCRCSIP meeting and wanted to know if anyone needed anything brought back.

Mikowski thanked the staff.

Greenan thanked Brown for the asset management information.

With no more business to conduct, Greenan adjourned the meeting at 11:28 a.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By _____
Garth Greenan, Chairman

Attest: _____
Susan Boyd, Secretary to the Board

August 1, 2023

The regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Garth Greenan at 9:08 am on Tuesday, August 1, 2023 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Garth Greenan, Vice Chair Jim Calhoun, Members Robert Joyce, Greg Mikowski and John Popa. Also present: Manager Brendan Mullane, Engineer Craig Brown, Fleet/Facilities Manager Tim Trudell and Finance Manager/Secretary to the Board Susan Boyd. Guests were present. Public invited to attend via GoToMeetings link.

Agenda: Amended to add MCRCSIP meeting and Strategic Plan as Items #1 and #2 under Discussion.

Minutes from the July 18, 2023 regular meeting – approved as presented.

Public Comments: Bruce Carlson, 6401 N. Swede Road, Northport, mentioned signage issues, road repair issues that still haven’t been remedied, and questioned why no covers were required on cherry tanks, allowing cherries to spill on the roads. Mullane commented that a tree in front of a sign that had been brought up previously had been removed, and that the temporary farm worker signs were allowed. Requirements for permanent signs are different than for temporary signage.

Communication Items: None.

Appointments: None.

Discussions:

1. MCRCSIP Meeting.

Popa, Calhoun and Mullane attended the annual MCRCSIP meeting in mid-July. Popa mentioned two sessions that were of particular interest to him: one that addressed employment laws and remote work and another that discussed the importance of documentation of work done in defense of possible negligence. Popa asked if specific repairs done were tracked in RoadSoft. Mullane responded that the timesheet system tracks location and equipment used but not specific work done. Currently complaints are logged in on a spreadsheet but there isn’t an effective way of recording resolutions. Other options are under review. Calhoun said that the discussion on road ends was helpful.

2.Strategic Plan

Popa suggested scheduling a work session from 9:00 until noon in order to get through more of the plan outline. He also feels that having one work session a month is not enough. Greenan will get availability from members and set dates.

Staff Reports:

Mullane: Chip sealing is done with over 52 miles completed by the end of July. Fogging should be done by the end of next week. Attended the CRA negotiating committee meeting and reported that an issue to be expected with the next MDOT contract is that of salt building funding. The remote work policy received from MCRCSIP will be distributed for commissioners’ review. Final schedule for the start of the Crystal River bridge project has not been released yet. Please forward dates for meeting with NPS in August or September for the proposed dock relocation.

Brown: Area under Bugai Road was dug up and temporarily corrected with gravel and asphalt. Soil borings are scheduled for August 21st to assess the extent of the issue. All permits have been received for the CR 675 bridge project. Bids for the Marek Road project are due by August 7th. PASER analysis on primary roads had to be rescheduled by Networks Northwest.

Trudell: Small brine tank (#174) was sold at auction. Winter prep of equipment is in process at both locations. Repairs to the middle building in Maple City should be complete in the next couple of weeks. The new GPS system is working well. Approval of the 2024 pickup order will be on the next agenda but the order is cancellable. Popa commented that Trudell is doing a fantastic job.

Old Business: None.

New Business:

1. Election of 2023 CRASIF Board of Trustees.

Motion by Calhoun, supported by Joyce to elect the three candidates for the three open positions.

Ayes: All. Nays: None. Motion is hereby approved.

Public comments: Bruce Carlson said there is a big pothole on Kovarik Road and questioned why it hadn’t yet been fixed. He also asked why temporary farm signage is considered any different from permanent signage. Popa suggested that his issues could be added as discussion at a future agenda. Greenan reiterated that this was for public comment only.

Commissioner comments:

Greenan mentioned that he will be attending the CRA Commissioners meeting in October and he will be available for the meeting with NPS regarding the dock.

With no more business to conduct, Greenan adjourned the meeting at 9:47 a.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By _____
Garth Greenan, Chairman

Attest: _____
Susan Boyd, Secretary to the Board

August 15, 2023

The regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Garth Greenan at 9:03 am on Tuesday, August 15, 2023 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Garth Greenan, Vice Chair Jim Calhoun, Members Robert Joyce, Greg Mikowski and John Popa. Also present: Manager Brendan Mullane, Engineer Craig Brown, Fleet/Facilities Manager Tim Trudell and Finance Manager/Secretary to the Board Susan Boyd. Guests were present. Public invited to attend via GoToMeetings link.

Agenda: Amended to add letter from Jim Schwantes as Item #4 under Communication Items and Traverse Lake Road as Item #1 under Discussions. Approved as amended.

Minutes from the August 1, 2023 regular meeting – approved as presented.

Public Comments: Jeff Heitzman, Fire Lane 6 in Omena, mentioned that there has yet to be an inspection of the road and that grading is scheduled to be done soon. He also passed on comments from his wife who is employed at St. Mary's School regarding the need for updated markings and signage around the school.

Communication Items :

1. CR 675 Stream Crossing Project Update.

Mullane reviewed the formal press release for the Tucker Lake crossing which is scheduled to start the day after Labor Day and will result in road closure possibly through the end of November.

2. Northern Michigan Association of Road Commissions Annual Conference.

Conference is scheduled for September 13-15, 2023 in Manistee. Mullane has registered and Greenan and Calhoun requested to be registered as well.

3. Email from Clint Mitchell re: Leland Township Road Funding.

Receipt of email was acknowledged.

4. Letter from Jim Schwantes re: Centerville Township Road Funding.

Mr. Schwantes expressed concerns over the impact of changes in the road commission's cost share policies and reviewed his suggestions as presented in his letter.

Appointments: None.

Discussions:

1. Traverse Lake Road.

Popa said that he had been contacted by David Skjaerlund with concerns over MDOT's planned bike trail for the Traverse Lake Road area. Calhoun received correspondence from him as well but mentioned that it is not up to commissioners as individuals to respond and that he directed the matter to Mullane. He suggested that Mr. Skjaerlund attend a board meeting and present his concerns. Greenan agreed that it is important to make it clear that a response is that of an individual and is not in representation of the board.

Staff Reports:

Mullane: MDOT will be scheduling a meeting for review of the base plans for the Heritage Trail extension. Chip sealing and fogging of 52 plus miles have been completed. Accolades to staff and crews for a successful, record-breaking job. Discussion regarding cost sharing is planned for the township supervisors' meeting scheduled for September. Empire Township board approved \$100,000 for road improvements and also allocated funds towards clearing brush and trees at Inspiration Point. In response to the public comment about signage at St. Mary's, Mullane said that crosswalks are a township responsibility and the process for marking school zones is initiated by the school superintendent. Popa mentioned that there are a lot of St. Mary's signs in the right of way.

Brown: Bids for the Marek Road project came in much higher than original estimates and he is looking at options to possibly lower those costs. Elmer's was originally scheduled to start paving this week but due to weather delays has rescheduled to next week and will start on Traverse Lake Road. Bluewater Drive has been added to the HMA schedule with Elmwood Township covering 100% of the costs. Networks Northwest has rescheduled PASER analysis to August 23rd. Documentation for the CR 614 project has been submitted to MDOT. An on-site meeting will be scheduled with EGLE and the collaborative partners to discuss the Cedar Run and Victoria Creek road/stream crossings. Popa asked if another crossing could be added to the project but it is a Conservation Resource Alliance project and not a road commission project.

Trudell: Winter prep is ongoing at both locations with plows being repaired and repainted. Repair to the middle building in Maple City should be completed within a week. Asphalt was removed and the approach to the garage at Maple City was repaired prior to paving. Approval for the 2024 pick up order should be on the next agenda. It has been delayed due to pricing issues. There continues to be a lot of issues with radio coverage and conversion to the state wide system would provide better coverage at a current cost of about \$300,000. This would be a capital consideration in the next 3-5 years. The auction buyer for truck #1004 backed out so the truck is now up for internal bid. The new GPS system is working well and is proving to be very beneficial. Popa asked for an example of how the GPS system is being used for scheduling of maintenance. Some of the units plug into the diagnostics of a vehicle and can be monitored in real time. Greenan confirmed that the radio replacement had been added to the Asset Management Plan. There are currently a few 800 MHz radios in use and are being tested.

Boyd: Updated MTF receipts.

Old Business: None.

New Business:

1. Approval of agreement with Elmwood Township for Bluewater Drive.

Mullane explained that part of Bluewater Drive is private and paved but Elmwood Township has approved paving the unpaved public section and allocated funds for 100% of the costs.

Motion by Joyce, supported by Mikowski to enter into an agreement with Elmwood Township for the improvement of the public portion of Bluewater Drive as written and as determined to be in the best interest of the Leelanau County Road Commission.

Discussion: Popa commented that he did not believe it was necessary to have all of the commissioners sign the agreement.

Roll call vote: Ayes: Popa, Calhoun, Joyce, Mikowski and Greenan. Nays: None. Motion is hereby approved.

2. Approval of bid extension for purchase of carbide blades from Truck & Trailer Specialties. Trudell explained that this was an extension of an accepted bid. Since slag is being used on more roads, cutting edges have been wearing out faster. The carbide cutting edges last longer and will be used on all main trucks.

Motion by Joyce, supported by Calhoun to authorize staff to purchase 60 carbide cutting edges from Truck & Trailer Specialties of Boyne Falls Inc. at \$343.00 each for a total of \$20,580.00 as attached and as determined to be in the best interest of the Leelanau County Road Commission.

Discussion: Greenan asked how a long a blade lasts. Trudell responded 2-3 months with daily use and trucks that are used 24 hours will use 3-4 blades in a season.

Roll call vote: Ayes: Mikowski, Joyce, Calhoun, Popa and Greenan. Nays: None. Motion is hereby approved.

Public comments: Tom Wellman, Cherry Homes, reported that Leelanau Township approved up to \$30,000 to be spent on an engineering study through the road commission. Bids will be solicited for a fall study. Mark Krueger, 13008 N. Forest Beach, asked for clarification as to how township resolutions are communicated to the road commission.

Commissioner comments:

Calhoun requested a moment of silence for the passing of Boyd's father.

Joyce requested a moment of silence for the passing of Joe Patterson's father.

With no more business to conduct, Greenan adjourned the meeting at 10:10 a.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By _____
Garth Greenan, Chairman

Attest: _____
Susan Boyd, Secretary to the Board

September 5, 2023

The regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Garth Greenan at 9:00 am on Tuesday, September 5, 2023 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Garth Greenan, Vice Chair Jim Calhoun, Members Robert Joyce, Greg Mikowski and John Popa. Also present: Manager Brendan Mullane, Engineer Craig Brown, Fleet/Facilities Manager Tim Trudell and Finance Manager/Secretary to the Board Susan Boyd. Public invited to attend via GoToMeetings link.

Agenda: Approved as presented.

Minutes from the August 15, 2023 regular meeting – approved as presented.

Public Comments: Mark Krueger, 13008 N. Forest Beach Shores, requested an update on the status of the RFP for engineering services for Cherry Homes.

Communication Items: None.

Appointments: None.

Discussions: Calhoun asked if the damaged safety trailer was adequate over the weekend. Trudell confirmed that it was.

Staff Reports:

Mullane: Construction of Crossing 4 of the CR 675 bridge project starts today. Detour was set up over the weekend with closure scheduled until late November. Brine issues and the elimination of jurisdictional transfer payments from MDOT were primary topics of discussion at the recent Paul Bunyan Council meeting. CRA has established a consortium to meet with EGLE regarding the proposed brine restrictions. Greenan and Mullane will attend the township supervisors meeting scheduled for September 19th to discuss matching funds. Annual CRASIF claim analysis reports no claims for the year ending 06/30/23. Road tour has been scheduled for September 20th. Popa requested that the regular board meeting and work session scheduled for September 19th be moved to the 20th with the road tour to follow. Change was agreed upon.

Brown: Materials for completed paving projects were close to estimated quantities. Final costs have not yet been received. Bid has been requested for overlay on CR 640 from Woolsey Lake Road to Northport Point Road. On site meeting to discuss Cedar Run and Victoria Creek road/stream crossings was held on 08/30. Bid of \$175,702.95 was received from Elmer's for the reconstruction of Cedar Road/M-72 intersection with an expected completion of two weeks. PK Contracting will finish striping in mid-September. MDOT has two projects scheduled to start this month: M-22/M-109 resurfacing and M-72 resurfacing from Bugai Road to Bay Street. RFP for Cherry Homes will be included in a comprehensive bid request to be issued for engineering and design services. Popa commented that Brown is doing a terrific job.

Trudell: Repairs and repainting of plows, wings and sanders are well underway. Winter prep on trucks is about half complete. Currently evaluating a different oil that would extend oil changes to up to 1,400 hours of usage. It is more expensive but would require fewer changes and less down time. Emergency response trailer is at the manufacturer for repairs. Church Street entrance at Maple City has been reconstructed and paved. Repairs to the middle building at Maple City have been completed. Calhoun commented that the building looks great. Quotes for repair of the salt building at Suttons Bay will be requested for the next capital budget. Mullane said that insurance inspector is using the Maple City renovation as a model for other road commissions. Status of capital ordered for 2024 was updated. Transition to a different radio system is also being considered for 2024 requested capital. Popa thanked Trudell for all of the improvements that he has facilitated.

Boyd: Updated MTF receipts. 2024 draft budget has been started.

Old Business: None.

New Business:

1. Approval of reviewed policies as listed.

Motion by Joyce, supported by Mikowski to approve the following policies:

- Uniform Policy
- Zero Tolerance Workplace Violence Policy
- Fraud Policy
- Social Security Number Privacy Policy
- Personal Use of Road Commission Vehicles
- Non-Employee Passenger Restriction Policy
- Smoke-Free Worksite Policy

Ayes: All. Nays: None. Motion is hereby approved.

2. Approval of nominees for 2024 NMARC board members.

Motion by Joyce, supported by Mikowski to vote for nominated trustees Mark Christensen and David Pettersch for 2024 NMARC board members.

Ayes: All. Nays: None. Motion is hereby approved.

3. Authorization to sign MOA with Grand Traverse Band of Ottawa and Chippewa Indians.

Mullane distributed the revised copy for review.

Motion by Popa, supported by Calhoun to authorize Manager to sign the Memorandum of Agreement with the Grand Traverse Band of Ottawa and Chippewa Indians (GTB) as written, to establish a mechanism for GTB to participate and contract with the Road Commission for the completion of engineering designs and implementation of road stream crossing improvements within Leelanau County Road Commission road right-of-way.

Ayes: All. Nays: None. Motion is hereby adopted.

4. Acceptance of bid received from Elmer's for reconstruction of South Cedar Road.

Motion by Joyce, supported by Mikowski to accept the bid received from Team Elmers in the amount of \$175,702.95 for the widening of Cedar Road as described in attached contract and as determined to be in the best interest of the Leelanau County Road Commission.

Greenan asked if Grand Traverse County had improvements scheduled for their segment. Brown responded that they do not.

Roll call vote: Ayes: Popa, Calhoun, Joyce, Mikowski and Greenan. Nays: None. Motion is hereby approved.

Public comments : None.

Commissioner comments:

Joyce thanked everybody for their work.

With no more business to conduct, Greenan adjourned the meeting at 9:47 a.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By _____
Garth Greenan, Chairman

Attest: _____
Susan Boyd, Secretary to the Board

September 20, 2023

The regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Garth Greenan at 9:03 am on Wednesday, September 20, 2023 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Garth Greenan, Vice Chair Jim Calhoun, Members Robert Joyce, Greg Mikowski and John Popa. Also present: Manager Brendan Mullane, Engineer Craig Brown, Fleet/Facilities Manager Tim Trudell and Finance Manager/Secretary to the Board Susan Boyd. Guests were present. Public invited to attend via GoToMeetings link.

Agenda: Approved as presented.

Minutes from the September 5, 2023 regular meeting – approved as presented.

Public Comments: Jeff Heitzman, Omena Point Road, was asking about status of Fire Lane 6 since Engineer Brown was on site. He said crews did a great job grading the road after the last rain and also complimented them on winter plowing.

Cindy Standley, Omena Point Road, questioned status of Fire Lane 1 in terms of ownership. She provided documentation in clarification of her inquiry.

Shirley Dunklow, 470 W. Main Street, Lake Leelanau, brought up issues with a culvert placed by the Drain Commissioner that directs water towards their house and is causing damage and washouts, and requested input as to how to resolve.

Communication Items:

1. Safety bulletin addressing winter road worker safety issued by MCRCSIP.
2. Letter from Tom Buehler regarding Fire Lane 6.

Appointments: None.

Discussions: Jim Calhoun passed along the safety plaque and letter of commendation received from CRASIF for a year with no workers' comp claims.

Staff Reports:

Mullane: Since Amore Road suffered extensive damage from the last rainfall, it was decided to grind it up and grade it returning it to gravel at this point. It will be easier to maintain this winter and will provide a solid base for when it can be scheduled for paving in the next few years. A quote was received from Elmer's and has been accepted. Greenan mentioned that the last rainfall exceeded a 200-year storm and it was lucky that there wasn't more damage to roads and culverts since the drainage system is designed for a 25-year storm. OHM will be doing an analysis on Shalda Creek in order to better determine the size the replacement culvert should be. The MPO should be signed in October and projects are being solicited. Greenan and Mullane attended the township supervisors meeting yesterday to request input regarding township cost sharing for road projects. There will be a list of requested township projects to be discussed at a future meeting. Popa asked for clarification of the drainage issue brought up by Ms. Dunklow. Mullane showed video and pictures of the situation during the last rainfall and explained that it was caused by overflow from a business across the road. He has contacted the drain commissioner since it was approved through that office. Popa suggested that since the drain commissioner answers to the Leelanau County board that Ms. Dunklow request to be on their agenda. Brown said that since the overflow is also affecting the road and associated right of way that the road commission should also voice concerns. Joyce suggested that Mullane reach out to the county as well. Mullane agreed to coordinate with Ms. Dunklow to contact the county. Staff will verify that Fire Lane 1 has been vacated, in which case any issues would go to the township and not the road commission.

Brown: Borings were done on CR 641 in the area of the sink hole. Official report has not yet been received but it appears that there is good density below that section of road and there are no expectations of further damage for now. Bid of \$178,810 was received from Elmer's for wedge/overlay on CR 640. It is tentatively on their schedule, pending board approval, but it will be weather contingent as to whether or not it can actually be fit in. Reconstruction of Cedar Road has been scheduled for the week of October 16th. Estimate for Fire Lane 6 was higher than anticipated due to design standards that have to be met. In order to meet low volume road standards, widening to 24 feet would be required and banks reduced to better manage drainage. The intersection would also require extensive upgrades and an embankment for a turnaround for emergency vehicles constructed at the end of the road. Total estimate is approximately \$212,000. A formal quote will be submitted to the township. Estimates will not be provided to townships unless a resolution is first submitted. Brown receives numerous requests but most are not followed up on and this takes up way too much time. Joyce asked if he was concerned about CR 641 holding up during the winter and Brown responded that he was not concerned that the road would give way in the sink hole area.

Trudell: Samsara has provided some new cameras at no cost for evaluation. Trucks and equipment are in good condition and winter prep continues. In process of getting quotes for several maintenance projects and smaller purchases prior to year-end. Joyce mentioned that the Schulte mower seems to throw a lot of debris out into the road. Trudell explained options and associated drawbacks for minimizing the issue. Popa asked about the damage to the emergency response trailer.

Boyd: 2024 draft budget process is ongoing.

Old Business: None.

New Business:

1. Approval of reviewed policies as listed.

Motion by Joyce, supported by Mikowski to approve the following policies:

- Fund Balance Policy
- Cell Phone/Telephone Usage Policy
- Michigan Right To Know
- Budget Appropriations Act
- Privacy Practices
- Capitalization of Infrastructure Policy
- Information/Electronic Mail Retention Policy

Discussion : Popa requested several changes and questioned dates noted on policies. Boyd will change all to reflect date originally adopted, date modified, date reviewed, and date approved.

Ayes: All. Nays: None. Motion is hereby approved.

2. Approval of Resolution for MDOT Contract 23-5367 and authorization for Chair to sign.

Brown explained the funding sources for the project.

Motion by Joyce, supported by Calhoun to enter into MDOT agreement 23-5367 for the project on Gallivan Road and authorize staff to sign and administer in the best interest of the Leelanau County Road Commission.

Ayes: Popa, Calhoun, Joyce, Mikowski and Greenan. Nays: None. Motion is hereby approved.

3. Approval of bid received from Elmer’s for paving CR-640.

Brown explained that the higher than expected cost for this bid is due to mobilization costs for the location and other than that is in line with initial projections.

Motion by Joyce, supported by Mikowski to approve bid received from Elmer’s in the amount of \$178,810.00 for paving CR-640.

Ayes: Mikowski, Joyce, Calhoun, Popa and Greenan. Nays: None. Motion is hereby approved.

Popa requested that the approval of the MDOT Resolution be amended to change authorized signer from “staff” to “chair”. Joyce amended prior motion accordingly, which was supported by Calhoun.

Ayes: All. Nays: None. Motion is hereby approved.

Public comments : None.

Commissioner comments:

Calhoun requested that a change to the date for the second meeting in October be included on the agenda.

He also hopes that answers were provided to Ms. Dunklow during this meeting.

Joyce requested that Mullane follow up on Ms. Dunklow’s issues.

Greenan mentioned that he along with Calhoun attended the CRA Northern Conference and that the three truck sales reps were all nervous about the upcoming design specifications and because of this feels that it was the right decision to order trucks in advance of the replacement schedule.

With no more business to conduct, Greenan adjourned the meeting at 10:28 a.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By _____
Garth Greenan, Chairman

Attest: _____
Susan Boyd, Secretary to the Board

October 3, 2023

The regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Garth Greenan at 9:00 am on Tuesday, October 3, 2023 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Garth Greenan, Vice Chair Jim Calhoun, Members Robert Joyce, Greg Mikowski and John Popa. Also present: Manager Brendan Mullane, Engineer Craig Brown, Fleet/Facilities Manager Tim Trudell and Finance Manager/Secretary to the Board Susan Boyd. Guests were present. Public invited to attend via GoToMeetings link.

Agenda: Approved as presented.

Minutes from the September 20, 2023 regular meeting – approved as presented.

Public Comments: Tom Wellman, representing Cherry Homes Association, asked about the status of the RFP for design services. Lawrence Buncek, 4025 E. Oxford Drive, presented an update and argument for paving Oxford Drive. A petition was submitted to Leland Township and the township recently adopted a new policy for road maintenance and Special Assessment Districts. He requested an update on the status. Shirley Dunklow, 470 W. Main Street, Lake Leelanau, contacted Buzz Long, Director of the Leelanau Conservation District, regarding issues with a culvert placed by the Drain Commissioner that directs water towards their house and is causing damage and washouts. This is a follow-up to suggestions made at the last road commission board meeting.

Communication Items: None.

Appointments: None.

Discussions: Joyce asked if Mullane had met with Ms. Dunklow. He suggested that Mullane should also meet with the Leelanau County Board of Commissioners since the issue potentially involves erosion to the road. Mullane agreed to meet with the board as well as Commissioner Kama Ross who represents Ms. Dunklow's township.

Staff Reports:

Mullane: Construction of the new culvert at the Tucker Lake outlet on the Crystal River is underway and still on schedule for completion by Thanksgiving. Crossing #1 has been rescheduled until 2025 due to funding issues. More permits have been issued to Point Broadband as they expand north. A demo of an automated flagging system has been scheduled for next week. MDOT will audit crash data on county roads next spring/summer through the Local Safety Initiative program. Met with MDOT regarding easements and road alignment for the Sleeping Bear Heritage Trail near the west end of Little Traverse Lake Road. Township cost share requests received now total around five million. Some townships have done everything as requested but funding is contingent on the budget. Amore Road was pulverized and turned to gravel with good results.

Brown: Paving on CR 640 was completed on September 26th. Paser ratings for Suttons Bay and Bingham townships have been completed with Leland and Leelanau Townships next on the schedule. In kind services (tree and brush removal and road widening) will be provided by the road commission in lieu of the \$15,000 initially allocated for the Marek Road project. The township and developer are responsible for the paving costs. Cedar Road reconstruction is scheduled for October 16th. Replacement of the culvert on Cherry Bend Road will be done this fall contingent upon weather. Pavement marking is done except for CR 640. An RFP will be issued for engineering design services and will be used for RTF projects and other projects, including Cherry Homes, throughout a specified time period. This will eliminate the need to go through this process for each project separately.

Trudell: Winter prep ongoing for equipment and trucks. Sanders are being rewired for consistency. Six crew members are attending safety training at Grand Traverse County Road Commission today. Property surveys of both locations were done for inclusion in the asset management plan. Popa asked about the sander inconsistencies and Trudell explained that it was just in-house maintenance variances over the years.

Old Business: None.

New Business:

1. Discussion regarding change of date for second October board meeting.

Calhoun requested a change due to a scheduling conflict. All agreed to change meeting time to 1:00 p.m. on October 17th.

2. Approval of agreement with Suttons Bay Township for improvements to Marek Road.

Mullane explained that the in-kind services to be provided by the road commission were expected to exceed the \$15,000 contribution initially approved but this would significantly lower the paving costs for Elmer's. Paving costs are to be covered by the developer.

Motion by Joyce, supported by Mikowski to approve the agreement with Suttons Bay Township for improvements to Marek Road and authorize the Managing Director to sign on behalf of the Leelanau County Road Commission, and to accept the quote from Team Elmers to pave Marek Road with funds from Suttons Bay Township as determined to be in the best interest of the Leelanau County Road Commission.

Roll call vote: Ayes: Popa, Calhoun, Joyce, Mikowski and Greenan. Nays: None. Motion is hereby approved.

3. Approval of quote from Greene Construction Group LLC for siding replacement on Suttons Bay Stran building.

Trudell explained that these proposed repairs were the same repairs that were recently completed in Maple City.

Motion by Joyce, supported by Mikowski to accept Sourcewell quote received from Greene Construction Group LLC for siding replacement on Stran building in Suttons Bay not to exceed \$68,700 as determined to be in the best interest of the Leelanau County Road Commission.

Discussion: Popa was of the opinion that the date of the letter should always be included in the motion.

Joyce amended his motion to include September 12, 2023, the date of the quote from Greene.

Roll call vote: Ayes: Mikowski, Joyce, Calhoun, Popa and Greenan. Nays: None. Motion is hereby approved.

4. Approval of quote from Greene Construction Group LLC for replacement of three service doors at Suttons Bay location.

Motion by Joyce, supported by Mikowski to accept Sourcewell quote received from Greene Construction Group LLC for replacement of three service doors at Suttons Bay location not to exceed \$14,600 per the letter dated September 12, 2023 as determined to be in the best interest of the Leelanau County Road Commission.

Discussion: Popa asked why the doors were so expensive and Trudell explained that the framework requires customization.

Roll call vote: Ayes: Popa, Calhoun, Joyce, Mikowski and Greenan. Nays: None. Motion is hereby approved.

5. Approval of quote from Greene Construction Group for replacement of floor drain system in Suttons Bay shop.

Trudell explained that the floor drains were warped from salt exposure. Drain system is fine but grates and angle iron need to be replaced. This was a recommendation made by the insurance company.

Motion by Joyce, supported by Mikowski to accept Sourcewell quote received from Greene Construction Group LLC for removal and replacement of the floor drain system in the Suttons Bay shop not to exceed \$18,650 per the letter dated September 14, 2023 as determined to be in the best interest of the Leelanau County Road Commission.

Roll call vote: Ayes: Mikowski, Joyce, Calhoun, Popa and Greenan. Nays: None. Motion is hereby approved.

6. Approval of purchase of one used street sweeper.

Sweeper at Maple City location is in need of extensive repairs. With this purchase, all sweepers will be in good condition. This is a 2016 sweeper with a 90-day guarantee and quote includes delivery. Popa verified that this purchase had been a planned purchase for the next budget year.

Motion by Calhoun, supported by Joyce to approve the purchase of one used Elgin Pelican sweeper from Bell Equipment not to exceed \$145,000 per quote dated September 22, 2023 as determined to be in the best interest of the Leelanau County Road Commission.

Roll call vote: Ayes: Popa, Calhoun, Joyce, Mikowski and Greenan. Nays: None. Motion is hereby approved.

7. Approval of purchase of two 2024 GMC Sierra pickups from Todd Wenzel Buick-GMC & Chevrolet.

Per Trudell one is a replacement for a crew truck and the other is replacing the superintendent's patrol vehicle.

Motion by Joyce, supported by Calhoun to approve purchase of one 2024 GMC Sierra 2500HD regular cab pickup not to exceed \$48,897.50 and one 2024 GMC Sierra 2500HD extended cab pickup not to exceed \$52,969.90 from Todd Wenzel Buick-GMC per quote dated September 14, 2023 as determined to be in the best interest of the Leelanau County Road Commission.

Popa asked for clarification of the total price on the first pickup and questioned what "refreshed" meant in the vehicle description. Trudell explained that it just meant that the vehicle had the new dashboard system.

Roll call vote: Ayes: Mikowski, Joyce, Calhoun, Popa and Greenan. Nays: None. Motion is hereby approved.

Public comments: Elizabeth Hill, 4176 E. Oxford Drive, introduced herself and reiterated the reasons that Oxford Drive should be under consideration for paving next year. Lawrence Bunchek requested to participate in the Paser rating process for Leland Township.

Commissioner comments:

Joyce thanked Trudell and reminded Mullane to follow up on the Dunklow issue.

Calhoun thanked all who coordinated the pig roast this weekend.

Popa suggested it may be a good idea to grind up Oxford Drive prior to winter.

With no more business to conduct, Greenan adjourned the meeting at 10:07 a.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By _____
Garth Greenan, Chairman

Attest: _____
Susan Boyd, Secretary to the Board

October 17, 2023

The regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Garth Greenan at 1:00 pm on Tuesday, October 17, 2023 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Garth Greenan, Vice Chair Jim Calhoun, Members Robert Joyce, Greg Mikowski and John Popa. Also present: Manager Brendan Mullane, Engineer Craig Brown, Fleet/Facilities Manager Tim Trudell and Finance Manager/Secretary to the Board Susan Boyd. Guests were present. Public invited to attend via GoToMeetings link.

Agenda: Amended to include Public Input on Pedestrian Assets as #2 under Communication Items. Approved as amended.

Minutes from the October 3, 2023 regular meeting – approved as presented.

Public Comments: Mark Coe, President of the Benzie Manistee Snowbirds Club, gave a brief history of the club and will be submitting a packet of information to commissioners prior to the next board meeting regarding new trail arrangements in Leelanau County. Eleven of thirteen leases have been signed for a trail route replacing a lease lost two years ago. The club proposes using a segment of Newman Road for this trail and will present more information at the next meeting. Mark Krueger, 13008 N. Forest Beach Shores, thanked Mullane for participating in the Cherry Homes homeowners meeting. Lawrence Bunchek, 4025 E. Oxford Drive, apologized that the president of the homeowners' association was unable to attend, mentioned that he had provided Mullane with documents in support of their request, and thanked the board for considering the project. Gina Harter, Leelanau Township trustee, requested feedback on three projects for which there is township money to back up requests.

Communication Items:

1. Receipt of e-mail from Jeff Heitzman regarding Fire Lane 6 was acknowledged.
2. Notice of Community Engagement Session for Public Input on Pedestrian Assets. Mullane noted that this was for public input only and that he attends the regular meetings.

Appointments: None.

Discussions: None.

Staff Reports:

Mullane: Installation of the first culvert of the Crystal River Bridge project is ahead of schedule and paving will be done next week weather permitting. An automated signal system from Action Traffic was tested on a culvert project last week. CRA confirmed that the buyback payments previously cancelled by MDOT will be issued for this year. MPO documents have been signed by the governor and a corridor planning workshop has been scheduled by Grand Traverse County Road Commission. More information is needed prior to making a decision regarding the requested use of Newman Road by the Benzie Manistee Snowbirds Club. The proposed route over the road involves steep areas and guardrails and would also cross private driveways. A job similar in scope to Fire Lane 6 was recently bid out for \$185,000 and the \$212,000 estimated cost for Fire Lane 6 is not out of line. Fire Lane 7 was updated about 10 years ago and made much wider in compliance with design requirements. The Leelanau Township supervisor has suggested vacating and then treat as a driveway. Oxford Drive will be included in the list of township share projects to be presented to commissioners. Popa stated that he supports working with the snowmobile group and their trail request. He also asked if the road commission plows Fire Lane 6. Mullane explained that the upgrades were calculated based on current AASHTO requirements as well as factoring in emergency vehicle access. Joyce asked if Elmers would be shutting down asphalt operations as of November 15th. Priest responded that November 11th is the planned shutdown date.

Brown: Amore Road was pulverized a couple of weeks ago and has held up well under recent weather conditions. This may be a viable option for other roads with low PASER ratings until funds are available for reconstruction and paving. PASER ratings have been completed for 5 townships with Kasson and Solon in process. Crews have nearly completed work on Marek Road in preparation of paving. The developer has delivered a signed contract to the township and funding is now ensured. Cedar Road should be done this week. MDOT received two bids for CR 614 (Gallivan Road) with J&N Construction submitting the low bid of \$802,770.20. Striping is nearly complete with only CR 640 left to do. Bids for engineering design and inspection services are due by October 20th. Two companies will be chosen to provide services for a two-year period. Joyce confirmed that MDOT would make the choice for the CR 614 project. Brown said that MDOT generally goes with the low bid.

Trudell: Winter prep ongoing for equipment and trucks. Massey-Ferguson tractor #87 is not holding up well and should be moved up on the asset management list for replacement in 2025. Stran building remodel will possibly start next week. The 2016 Pelican sweeper approved at the last meeting is in route. The unit it is replacing has been cleaned and will be put up for sale.

Boyd: Draft budget is nearly complete and a summary of chip seal and HMA project costs should be ready for presentation at the next meeting.

Old Business: None.

New Business:

1. Approval of contract for subdivision street maintenance for Grand Traverse Band of Ottawa & Chippewa Indians.

Mullane explained that this was a renewal of an existing contract for a five-year period.

Motion by Joyce, supported by Mikowski to renew the five-year maintenance contract with the Grand Traverse Band of Ottawa and Chippewa Indians effective November 1, 2023 as written in the attached document as determined to be in the best interest of the Leelanau County Road Commission, and authorize the Chair to sign on behalf of the road commission.

Roll call vote: Ayes: Mikowski, Joyce, Calhoun, Popa and Greenan. Nays: None. Motion is hereby approved.

2. Acceptance of Leland Township request to consider turning North Lake Street into a one-way street.

Mullane explained that acceptance of the request does not mean approval. The request only applies to part of the street, which is narrow and there is no room for widening. Joyce asked about snow removal. There are signage and snow removal considerations to be resolved before making a decision on this request. Brown asked if the fire department had been asked to evaluate the request yet. Popa suggested that board members noting acceptance would be adequate and that a motion was unnecessary since no action is to be taken. Commissioners were in agreement to accept the request and that it would be evaluated.

Public comments: Tom Buehler, Fire Lane 6, questioned ownership of the road. Brown said that it is a county road but mentioned previous correspondence referring to it as “our” road or a driveway. Mullane said that as a platted road it is owned by property owners but under the jurisdiction of the road commission.

Commissioner comments:

Calhoun mentioned that people on Northport Point were pleased with the work done on CR 640 and the culvert replacement and thanked Brown.

Popa appreciated the concerns of the Snowbirds and Fire Lane 6 residents.

Greenan is a proponent of snowmobile use but it cannot negatively impact road assets. He also reminded commissioners that the next board meeting is scheduled to start at 9:00 a.m. and there will be a work session prior to the meeting.

With no more business to conduct, Greenan adjourned the meeting at 1:56 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By _____
Garth Greenan, Chairman

Attest: _____
Susan Boyd, Secretary to the Board

November 7, 2023

The regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Garth Greenan at 9:00 am on Tuesday, November 7, 2023 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Garth Greenan, Vice Chair Jim Calhoun, Members Robert Joyce, Greg Mikowski and John Popa. Also present: Manager Brendan Mullane, Engineer Craig Brown, Fleet/Facilities Manager Tim Trudell and Finance Manager/Secretary to the Board Susan Boyd. Guests were present. Public invited to attend via GoToMeetings link.

Agenda: Amended to move Discussion section after Staff Reports. Approved as amended.

Minutes from the October 17, 2023 regular meeting – approved as presented.

Public Comments: Jay Saksewski, 4845 S. Norway Spruce Dr, Cedar, voiced his support for the proposed snowmobile trail on Newman Road as it is a step in the right direction for promoting winter commerce in this area. Ginger Newman, 11500 S. Newman Road, Maple City, supports the economic boost that would come from snowmobilers but has reservations as a property owner due to previous damage caused by this activity. There is no way to stop trespassing across property and causing damage to fields and she expressed safety concerns as well.

Communication Items:

1. Receipt of letter and communication information from Oxford Drive residents was acknowledged.
2. Email from Victoria Hurst objecting to proposed snowmobile trail on Newman Road was acknowledged. Mullane noted that three emails in support of the trail were received this morning prior to the meeting.

Appointments:

1. Mark Coe, President of the Manistee-Benzie Snowbirds, presented the club's background and current level of operations in the three-county area. He mentioned that they have the same concerns regarding damage and safety but do their best to proactively address. They support a controlled trail for more effective law enforcement and believe that Newman Road is the most viable route at this point. December 1st through March 1st is the official snowmobile season. Joyce asked how the safety concerns expressed by Ms. Newman would be addressed and if anyone had reached out to the Newman family. Signage and fencing are used to prevent trespassing and requests made to law enforcement to monitor. No property owners have reached out and no negative input has been received by the club. The use of Newman Road is not planned to become a permanent route. Mullane explained that approval of the permit is not on the agenda and is not the board's responsibility to approve but that the request needed to be presented. He briefly reviewed the legal and social aspects of the request and said there are possible signage issues and that damage is unavoidable. Greenan mentioned that Michigan law allows snowmobiles to operate in the road right of way with the flow of traffic. Brown lives near the trail and requested to see the signage plan. Mr. Coe mentioned that there has been three years of planning put into the trail and MDNR personnel are in support. Joyce said that any accidents as a result of incorrect signage could come back on the road commission and supports a review of the signage plan. Popa is in favor and gives the club credit for their planning process but would like signage identified. Mr. Saksewski said that snowmobiles have a right to travel in the right of way and believes that this is a reasonable proposal. Greenan thanked Mr. Coe for the presentation and said that the permit request would be decided by staff.

Staff Reports:

Mullane: Winter salt has been delivered and one truck was sent out to sand roads on October 31st. Sleeping Bear Heritage Trail met to discuss options for the boardwalk and retaining wall. A walkthrough of the proposed route will be scheduled once the ground freezes enough. Safety training is scheduled for November 10th. A draft of the Asset Management Plan is currently under review. Proposals for engineering services were reviewed. KPM and Prein & Newhof were selected to provide design services and Wade Trim and Prein & Newhof were selected for inspection and testing services. Accolades to Brown for his improvements to the bidding/proposal process.

Brown: PASER ratings have been completed and should be submitted to Fleis & Vandenberg by the end of the week. Marek Road reconstruction is complete and will be billed to the township this week. Cedar Road reconstruction is complete and the road has reopened with dedicated left turn lanes and thru/right turn lanes. Striping has also been completed, including turn arrows and stop bars at Fouch and Bugai roads. Greenan asked if a one-year contract was planned for engineering services. Brown responded that it will be a two-year agreement and this should eliminate delays created by having to issue an RFP for each project. Greenan commented that Cedar Road turned out really well and that the turn arrows on Bugai/Fouch are a significant safety improvement.

Trudell: Winter prep for equipment and trucks is 90% complete. Stran building remodel is underway. Siding has been removed and media blasting of the columns is done with repairs of structural damage in process. Concrete repairs have been completed around the Suttons Bay facility. One of the plow trucks has been delivered to Stoops Western Star with the other 3 scheduled for delivery in December. These are 2024 capital purchases. There is no price hold for trucks and a substantial increase is projected with production one year out so bids for plow trucks for 2025 will be issued soon. The used Pelican has been delivered and employees are happy with it. The 2021 GMC Sierra (#1004) sold for \$39,000 last week.

Boyd: MTF receipts are steady with this month's payment lower due to timing issues at the state level. Snow funds will be received in December. The public hearing notice for the 2024 budget will appear in this week's Leelanau Enterprise and the hearing will be held at the regular board meeting on December 5th. With nominal revenue increases and significant increases for expenses, there will be less funding available for projects.

Discussions:

1. Review of October 22nd CRA Commissioner Seminar.

Popa distributed copies of the seminar agenda and reviewed the presentations that were given. Topics included the importance of PASER ratings, funding issues, and liability of road commissions.

Old Business: None.

New Business: None.

Public Comment:

Elizabeth Hill, President of Waterford Hills Association, reiterated that Oxford Drive is a densely populated road that continues to deteriorate. Property owners have done their due diligence, the township has adopted a Special Assessment District Road Improvement policy, and most property owners have committed to a 25% contribution towards the cost. Joe Slonecki, Wade Trim, introduced himself and thanked the road commission for the opportunity to work with them. Dan Schaub, Christianson Road, said that the intersection of Peterson and Christianson was not designed right and that the signage is not working causing people to miss the intersection. He also noted that the annual maintenance contract with Grand Traverse Band was recently signed and suggested that county roads be given priority for winter maintenance. April Schwaegerle, Oxford Drive, requested the PASER rating for Oxford Drive and asked when recommendations for 2024 road projects would be known.

Commissioner comments:

Popa wants Oxford Drive on the agenda, asked about monthly communication to townships and county board, requested that Brown evaluate the Christianson/Peterson intersection, and asked that the next meeting date and time noted at the bottom of subsequent agendas.

Calhoun stated that the next meeting would be held at 1:00 p.m. followed by a work session to discuss road policies.

Greenan requested that approval of policies that have been reviewed be on the next agenda and said that Christianson Road is a management discussion issue, not an agenda item.

Joyce asked if Mullane had followed up with Ms. Dunklow regarding her drainage issue. Mullane responded that he had met with the county administrator and county commissioner, Kama Ross, but that Ms. Dunklow was unable to attend. He will meet with her following adjournment.

With no more business to conduct, Greenan adjourned the meeting at 10:25 a.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By _____
Garth Greenan, Chairman

Attest: _____
Susan Boyd, Secretary to the Board

November 21, 2023

The regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Garth Greenan at 1:00 pm on Tuesday, November 21, 2023 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Garth Greenan, Vice Chair Jim Calhoun, Members Robert Joyce, Greg Mikowski and John Popa. Also present: Manager Brendan Mullane, Engineer Craig Brown, Fleet/Facilities Manager Tim Trudell and Finance Manager/Secretary to the Board Susan Boyd. Guests were present. Public invited to attend via GoToMeetings link.

Agenda: Amended to add emails received from Alfiero Silveri and Stephen Brotschul as Communication Items #1 and #2, add update of M-72/M-22 reconstruction project and monthly communications as Items #1 and #2 under Discussions, and add Oxford Drive and the Peterson/Christianson Road intersection as Items #2 and #3 under Old Business. Approved as amended.

Minutes from the November 7, 2023 regular meeting – approved as presented.

Public Comments: Bruce Carlson, 6401 N. Swede Rd, voiced complaints about road grading priorities and signage visibility issues.

Communication Items:

1. Receipt of email from Alfiero Silveri in support of the proposed snowmobile trail was acknowledged.
2. Receipt of email from Stephen Brotschul in support of the proposed snowmobile trail was acknowledged.

Appointments:

1. Presentation of draft 2024 budget.

Boyd gave a brief overview of tentative revenue, expenditures, and capital in a draft version of the proposed budget for 2024. Projects for the next fiscal year were significantly fewer in anticipation of higher material/labor/HMA costs and conservative projections for revenue. Unanticipated expenses for drainage district assessments and a required reinforcement of the Cedar Bridge were included as well.

Discussions:

1. Update on M-72/M-22 reconstruction project.

Popa reviewed the updated project schedule. Three Mile Road to Division has been scheduled for 2024 and the section from Division to Cherry Bend is now scheduled for 2025. Brown said that the preliminary plans are complete but some property has yet to be purchased. Calhoun asked if existing wetlands would be an issue. Brown explained the proposed design.

2. Monthly communications.

Popa asked about monthly communications to townships and county commissioners. Mullane attends township supervisor meetings and is available for questions. He is also in regular contact with most supervisors. Calhoun noted that information is available in the board packets and there is no reason to create extra work unnecessarily.

Staff Reports:

Mullane: Met with Dan Schaub to address concerns about intersection at Christianson and Peterson Roads. Met with Jeff Heitzman to discuss possible abandonment of Fire Lane 6. No changes in brine restrictions are anticipated for 2024. Safety meeting was held on November 10th and traffic control and bucket truck safety were among topics covered. Night shifts have started this week. A meeting has been requested with the DNR to discuss the proposed snowmobile trail on Newman Road. Link Engineering has been hired for design and engineering services for the reinforcements on Cedar Bridge that are now required based on changes in inspection parameters. Greenan asked if a traffic count had ever been done on the Christianson/Peterson intersection. Brown said that a plan for traffic counts to be conducted in 2024 was in process. Mullane noted that snowmobile trails officially open on December 1st but nothing has been resolved as far as the use of Newman Road. Snowmobile routes in Benzie County showed quite a bit of damage to roads and edges. The proposed route on Newman Road would potentially have to access the road itself 90 times in order to avoid obstacles on the side of the road, which could have significant impact on the condition of the road. With the change in the bridge rating system, construction on the Cedar Bridge would have to be completed by January 31st or have load restrictions posted. Both Leelanau County bridges were audited but the second bridge will probably pass inspection. Mullane addressed Mr. Carlson's complaint about signage obstructed by branches. Most tree/brush trimming is done during the winter and it requires a crew to trim and chip, not one person with a chainsaw. He also clarified that road improvements are different from maintenance and that seasonal roads will be graded but not brined.

Brown: Reviewed the status of current PASER ratings. The level of Poor ratings remained the same with the roads with a Fair rating decreasing and the roads with a Good rating increasing. Updated ratings have been submitted to Fleis & Vandenbrink for development of the Asset Management Plan. CR 675 Tucker Lake stream crossing was completed and road reopened. Baatz Road reconstruction was completed and that road reopened as well. Significant cost savings were recognized by coordinating the section between the Elmer's project and Fritz Road at the same time. Popa asked what "check culvert" meant on the project list. Brown explained that it was noted to identify any culvert replacement prior to paving.

Trudell: Winter equipment is ready for whatever. Trucks have been relocated to accommodate a route change between locations. Stran building remodel is well underway and repairs to the floor drains are scheduled for next week. All four new plow trucks have been delivered to Stoops Western Star. The used street sweeper is on the auction site with bids ending later today.

Old Business:

1. Approval of reviewed policies.

Popa requested that each policy be approved separately.

Motion by Joyce, supported by Mikowski to approve the Electronics Communications Policy as determined to be in the best interest of the Leelanau County Road Commission.

Ayes: All. Nays: None. Motion is hereby approved.

Motion by Joyce, supported by Mikowski to approve the Recording of Road Commission Meetings/Hearings Policy as determined to be in the best interest of the Leelanau County Road Commission.

Ayes: All. Nays: None. Motion is hereby approved.

Motion by Joyce, supported by Mikowski to approve the Using Social Media to Communicate with the Public Policy as determined to be in the best interest of the Leelanau County Road Commission.
Ayes: All. Nays: None. Motion is hereby approved.

Motion by Joyce, supported by Mikowski to approve the Freedom of Information Act Policy as determined to be in the best interest of the Leelanau County Road Commission.
Ayes: All. Nays: None. Motion is hereby approved.

Motion by Joyce, supported by Mikowski to approve the Road End Marking Policy as determined to be in the best interest of the Leelanau County Road Commission.
Ayes: All. Nays: None. Motion is hereby approved.

2. Oxford Drive.

Popa requested that this be included on the agenda as Old Business until resolved. Mullane explained that no match was available for the next budget year and therefore no action would be taken at this point in time.

3. Intersection at Peterson/Christianson Roads.

Popa requested that this also be included on the agenda as Old Business until resolved. Mullane said that no decisions would be made on this intersection until a traffic count was done and that any changes made would not require board action anyway. Brown explained that the radius had been tightened up to slow traffic down.

New Business: None.

Public Comment: Shirley Dunklow, 470 W. Main Street, Lake Leelanau, said that the drainage district proposed by the Leelanau County Drain Commissioner would be a cost prohibitive measure in an attempt to resolve her drainage issue. Bruce Carlson questioned why some signage remains up after he was not allowed to install his signage. Lawrence Buncek, 4025 E. Oxford Drive, expressed disappointment that reconstruction of Oxford Drive was not included in the 2024 budget. He does not understand why more projects aren't included in an \$8 million budget.

Commissioner comments:

Calhoun wished all a Happy Thanksgiving and stay safe.
Greenan said that he values citizen input but unfortunately funds are limited.

With no more business to conduct, Greenan adjourned the meeting at 2:21 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By _____
Garth Greenan, Chairman

Attest: _____
Susan Boyd, Secretary to the Board

December 5, 2023

The regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Garth Greenan at 1:00 pm on Tuesday, December 5, 2023 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Garth Greenan, Vice Chair Jim Calhoun, Members Robert Joyce, Greg Mikowski and John Popa. Also present: Manager Brendan Mullane, Engineer Craig Brown, Fleet/Facilities Manager Tim Trudell and Finance Manager/Secretary to the Board Susan Boyd. Guests were present. Public invited to attend via GoToMeetings link.

Agenda: Amended to add Staff Comments prior to Commissioner Comments at the request of Calhoun. Approved as amended.

Minutes from the November 21, 2023 regular meeting – approved as presented.

Public Comments: Clint Mitchell, Leland Township, objected to the approach used to make decisions about financial allocations.

Appointments:

1. Public hearing for 2024 budget.

Greenan opened the public hearing for the 2024 budget. Boyd reiterated the primary points covered in the budget review presented at the last board meeting. Numerous objections were expressed by residents of Oxford Drive because reconstruction of their road was not included in the proposed budget. Outlays for capital, scheduled projects, and the Cleveland Township cost share project were questioned. Residents believed they did everything that was requested and that this project should be included in the budget. Joyce responded that outlays of the limited funds have to be prioritized with emphasis on maintenance of roads that are heavily utilized, and he mentioned that the Cleveland Township project has been a 4-5 year process. Mullane stated that it has been made clear all along that cost share agreements are made with townships, not private citizens and that the cost share process has been kept transparent throughout the year at the strategic planning sessions. The process has not changed from prior years. Mark Krueger, Cherry Homes, asked how projects are prioritized and requested a list of timelines, and stated that millage needs are supposed to be conveyed to the county each year. Mullane said that the millage request is submitted to the county every other year when the millage is renewed and an annual report is also presented to the county board each March. Projects and capital expenditures are prioritized on the asset management plans which are updated regularly.

Communication Items: Receipt of email from Joe Bartlett regarding the proposed snowmobile trail was acknowledged. Mullane has responded. Trail signage had to be removed since the trail was not approved for use. There was also no support from the DNR for the proposed use.

Discussions: None.

Staff Reports:

Mullane: Attended 911 Emergency Management meeting where county ordinance prohibiting parking on the shoulder of roads during snow plowing operations was discussed. Based on a complaint from Bruce Carlson, Rudy Lane was inspected with only minor washout on the edges noted. Night shifts have been implemented and weekend patrol started over Thanksgiving with the superintendent and foreman patrolling daily throughout the winter. Site surveys were received and the draft Facilities Asset Management Plan will be completed. The DNR is not able to provide any indemnification of the proposed snowmobile trail over Newman Road. He also addressed the projected \$5 million decrease to MTF funds due to consumers transitioning to electric vehicles. Calhoun confirmed that Bruce Carlson had stated that he had graded Rudy Lane himself and asked if a permit had been issued. Mullane confirmed that no permit had been issued.

Brown: PASER data was sent to Fleis & Vandenbrink and will be used to update the Asset Management reports. Local road rating: 25% Good, 50% Fair, 25% Poor. Primary road rating: 50% Good, 38% Fair, 12% Poor. Design plans for the Alpine and White Road culverts were received and reviewed. It is likely that both will be timber bridges. The MDOT deadline for reinforcement of the Cedar Bridge has been extended to April 2024 with monthly inspections required. Funding has yet to be resolved for the CR 675 bridges with no plan expected until spring. Popa asked about culverts vs. timber bridges. Brown responded that installing culverts would require raising the road and all types would require continued inspections so the timber bridges would be preferred. He also explained the modifications to be made to the Cedar Bridge.

Trudell: Equipment has held up well during the initial winter weather. Four sanders will be rebuilt for installation on the new plow trucks. The Stran building remodel has been completed and shop service door replacement is scheduled for this week. Grates have been located for the floor drains and those repairs will start soon. Popa asked about the 2024 capital expenditure for paving under the sand pile. Access is made more difficult by not having a solid surface under the sand. Trudell also addressed the purchase of four trucks in 2024, noting that the total outlay is not much more than it would be for two trucks plus equipment and that the total cost is being kept down by rebuilding equipment to be put on the trucks. The mandated emissions change scheduled to happen by 2027 will require emissions to be reduced by 80% of the current level and historically these changes have always been followed by issues. Joyce mentioned that he had seen Priest and Trudell out plowing as well as patrolling and thanked them for their dedication. Greenan extended thanks to the crew for working so hard.

Old Business: None.

New Business:

1. Resolution 23-04 – approval of 2024 budget.

Motion by Joyce, supported by Calhoun to adopt the following Resolution Number 23-04 which reads as follows:

Resolution Number 23-04

At the regular meeting of the Board of County Road Commissioners of Leelanau County held on December 5, 2023, the following Resolution Number 23-04, was offered by Robert Joyce, supported by James Calhoun:

BE IT RESOLVED, that a public hearing was held on December 5, 2023 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, 2024. This resolution adopts proposed revenues and expenditures as presented in the accompanying 2024 budget document. Total revenues for 2024 are adopted as \$9,041,228 and total expenditures as \$9,464,559, 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 Susan Boyd is hereby charged with general supervision of the execution of the 2024 budget adopted by the Commission, and

BE IT FURTHER RESOLVED, that this resolution is to take effect January 1, 2024.

Roll call vote: Ayes: Mikowski, Joyce, Calhoun, Popa and Greenan. Resolution is hereby adopted.

2. Motion to schedule 2024 Organizational Meeting for Tuesday, January 2, 2024 at 1:00 p.m.

Motion by Joyce, supported by Mikowski to schedule the 2024 Organizational Meeting for Tuesday, January 2, 2024 at 1:00 p.m.

Ayes: All. Nays: None. Motion is hereby approved.

Public Comment: Shirley Dunklow, 470 W. Main Street, Lake Leelanau, updated the board on progress made with the drainage issue at her residence. With help from an advocacy group and Senator Damoose's office, EGLE is involved and it has been suggested that the township establish an ordinance to address. Mark Krueger, Cherry Homes, asked to see the asset management plan for repairs and also reiterated that an amount for total tax required to repair all roads should be presented to the county each year.

Next Meeting: Scheduled for December 19, 2023 at 1:00 pm.

Staff Comments: None.

Commissioner Comments:

Popa requested that township meetings be assigned at the next meeting rather than waiting until March. Thanks to Trudell for plowing and for finding new employees.

Calhoun confirmed that hams had been ordered for employees and said an excellent job was done on maintaining roads over the weekend.

Joyce thanked Trudell and Priest for plowing and extended kudos to Priest for always going over and above.

Mikowski thanked all for the budget.

Greenan thanked meeting attendees and said that he feels that it is a solid budget and the road commission is headed in the right direction.

With no more business to conduct, Greenan adjourned the meeting at 2:47 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By _____
Garth Greenan, Chairman

Attest: _____
Susan Boyd, Secretary to the Board

December 19, 2023

The regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Garth Greenan at 1:00 pm on Tuesday, December 19, 2023 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Garth Greenan, Vice Chair Jim Calhoun, Members Robert Joyce, Greg Mikowski and John Popa. Also present: Manager Brendan Mullane, Engineer Craig Brown, Fleet/Facilities Manager Tim Trudell and Finance Manager/Secretary to the Board Susan Boyd. Guests were present. Public invited to attend via GoToMeetings link.

Agenda: Approved as presented.

Minutes from the December 5, 2023 regular meeting – approved with two corrections requested by Popa.

Public Comments: Shirley Dunklow, 470 W. Main Street, Lake Leelanau, updated board on drainage issue at her residence. Stephen Mikowski, 215 W. Meinrad, Lake Leelanau, voiced support for Ms. Dunklow's complaint, and questioned the swales in front of the new building next to the Post Office in Lake Leelanau. Mark Krueger, 13008 Forest Beach Shores, Northport, again requested that upcoming projects for the next five years be published.

Communication Items: None.

Appointments: None.

Staff Reports:

Mullane: Met with National Park Service to discuss multiple issues. MDOT/Leland Township plans for a 2027 streetscape project on Main Street have been modified due to budget constraints and rescheduled for 2025. Drove the proposed snowmobile trail route on Newman Road with DNR and discussed issues with having trail in the right of way as well as alternate routes. The signage plan was accepted by the DNR but the route has not been approved. Met with the county Treasurer, Administrator, and Drain Commissioner regarding coordination for pending drainage districts. He reiterated that the drainage issue at the Dunklow residence is the jurisdiction of the Drain Commissioner and not the Road Commission but that he has been doing what he can to help Ms. Dunklow deal with the agencies involved. The list of planned road projects will be published once PASER rating updates have been completed and staff has reviewed. Popa asked for clarification of the drainage districts and for topics discussed with the National Park Service. Greenan asked if the Leland streetscape was within the right of way or on M22. This will be an MDOT project with some coordination required for drainage on North Street.

Brown: The Professional Service Agreements have been reviewed and signed and upcoming projects are under discussion. Crossing #4 of the Crystal River Bridge project is complete and in the process of being closed out. Funding for Crossings 1 and 2 has yet to be confirmed and the scheduling for Crossing #3, which is fully funded, is contingent upon the funding for #2. Prein & Newhof has completed documentation for the 2023 CR 641 resurfacing and has submitted to MDOT for audit. Three sections of guardrail were replaced on CR 641 last week which was the final project of the year. Two sections of CR 626 are the RTF projects scheduled for next year. Contracts with KPM for engineering design services for these projects are included for signing approval. Prein & Newhof will be providing services for the evaluation of Cherry Homes. Brown addressed Mr. Mikowski's complaint about the building in Lake Leelanau. Due to safety issues and township objections the original parking designs were not approved. The township required greenspace instead of parking. The area has been repaved to meet road commission standards but the swale was narrowed and the contractor cut into the road. The driveway permit has not been approved and the township is holding the bond until acceptable modifications have been made. The developer, township, and road commission are working together to correct issues.

Trudell: Clarified that cost of rebuilding four sanders is approximately the same as purchasing two new ones. New plow trucks will be delivered after the first of the year and will be wired for GPS and radios prior to going to Truck & Trailer. Service doors in Suttons Bay shop have been replaced and floor drain replacement will begin this week. Bid request for 2025 plow trucks has been posted and bids are due by 12/22. New patrol pickups have a scheduled build date of February 2024. A tree fell on a pickup yesterday and estimated damage is \$8-10k.

Discussions: None.

Old Business: None.

New Business:

1. Amendments to 2023 budget.

Boyd reviewed list of proposed budget amendments and answered questions regarding changes.

Motion by Joyce, supported by Calhoun to approved the following budget amendments as determined to be in the best interest of the Leelanau County Road Commission:

Increases to Revenue: MTF Primary Roads \$52,000, MTF Local Roads \$53,000, Snow Removal Funds \$36,000 Township Contributions \$108,200, Other Contributions \$5000, Permits & Fees \$50,000, G/L on Disposal of Equipment \$75,000.

Increases to Expenditures: Primary Preventative \$79,000, Primary Maintenance \$265,000, Equipment Expense Net \$115,000.

Decreases to Revenue: State Trunkline Maintenance \$61,000, Trunkline TWA \$77,000, County Millage \$57,000, Interest Earned \$10,500.

Decreases to Expenditures: Local Maintenance \$620,000, State Trunkline \$61,000, Trunkline TWA \$77,000, Capital Outlay Net \$340,000.

Roll call vote: Ayes: Popa, Calhoun, Joyce, Mikowski and Greenan. Nays: None. Motion is hereby approved.

2. Approval for manager to sign agreements with KPM for engineering design services on two sections of CR 626.

Joyce asked the reason for using several companies for engineering services. Mullane explained that RFPs were evaluated and two companies were selected to provide engineering services and two were selected to provide design services. This was done to save the time and expense involved in issuing bid requests for each project. Greenan mentioned that he has worked with all firms selected in the process and that all are very good. Brown stated that there is less chance of missing anything on an RFP if the firm is initially participating in the project.

Motion by Popa, supported by Calhoun to accept proposal from KPM Engineering for the design of CR 626 and authorize staff to administer the contract as determined to be in the best interest of the Leelanau County Road Commission.

Roll call vote: Ayes: Mikowski, Joyce, Calhoun, Popa and Greenan. Nays: None. Motion is hereby approved.

3. Cost of living increase for staff.

Mullane explained that the labor contract increase was set at 2.5% and there had been some significant adjustments in administrative pay scales last year in order to better line up with those in comparative counties, and proposed a 2% increase for cost of living. There was discussion regarding the basis and whether it was all inclusive. Greenan said that the social security cost of living increase was 3% for 2024. Mikowski agreed that 3% was fair.

Motion by Calhoun, supported by Mikowski to authorize a 3% cost of living increase for road commission staff effective as of January 1, 2024.

Roll call vote: Ayes: Mikowski, Joyce, Calhoun, Popa and Greenan. Nays: None. Motion is hereby approved.

Public Comment: Stephen Mikowski would like to see Ms. Dunklow's drainage issue listed under Old Business until resolved. Mark Krueger was glad to hear that the RFP for Cherry Homes is in process since it was requested back in August but he realizes that it is a slow process. In response to Mr. Mikowski's request, Mullane said that permits are not approved at the board level and are therefore not business items.

Next Meeting: Scheduled for January 2, 2024 at 1:00 pm. Popa clarified that there would be an organizational meeting preceding the regular meeting on that date. He also requested a dedicated Strategic Planning work session. Calhoun said that quarterly sessions had been discussed rather than scheduling before or after regular board meetings. Greenan suggested waiting until PASER ratings have been updated since those will affect the plan.

Staff Comments: Boyd clarified that township cost share expense has only averaged \$175,000 over the last ten years and it was important to present the township cost share realistically to avoid creating hard feelings and credibility issues as occurred in 2023. It is important to make it clear that any agreement is between a township and the road commission, not residents, and that it is more than a one-year process.

Commissioner comments:

Joyce agreed with Boyd's comments and said that a lot of time had been wasted on the township cost share topic. Calhoun said that the Staff Comments section had been added for staff input and hopes that it will continue to be used. He mentioned that there had been dry roads north of Omena this morning and south of Omena the roads were iced over. He wished Happy Holidays to all.

Popa mentioned the CRA Road Show that will be scheduled for the next quarter and would like to discuss attendance. He requested that township meetings be assigned at the next meeting and wished all a Merry Christmas.

Greenan wished all a safe and joyous holiday.

With no more business to conduct, Greenan adjourned the meeting at 2:13 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By _____
Garth Greenan, Chairman

Attest: _____
Susan Boyd, Secretary to the Board