

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Finance Manager/Secretary to the Board Joe Nedow at 1:00 p.m. on January 7, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Lee A. Bowen, Glen Noonan, Engineer-Manager James Johnson, and Finance Manager/Secretary to the Board Joe Nedow. John Popa was absent. Guests were present.

Nedow called for nominations for Chairman.

Motion by Noonan, supported by Bowen, nominating Lee A. Bowen for Chairman of the Board of County Road Commissioners of Leelanau County for the ensuing year.

Ayes: Noonan and Bowen. Nays: None. Absent: Popa – Motion approved. Nedow then turned the meeting over to Bowen.

Nominations for Vice-chairman:

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

Ayes: Noonan and Bowen. Nays: None. Absent: Popa – Motion approved.

Appointed staff positions:

Engineer-Manager:

Motion by Noonan, supported by Bowen, to appoint James C. Johnson as Engineer-Manager of the Leelanau County Road Commission for the ensuing year.

Ayes: Noonan and Bowen. Nays: None. Absent: Popa – Motion approved.

Secretary to the Board:

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

Ayes: Bowen and Noonan. Nays: None. Absent: Popa - Motion approved.

2014 Meeting Schedule:

Motion by Noonan, supported by Bowen, to set the 2014 Leelanau County Road Commission regular meeting schedule for the first and third Tuesdays of each month, with all meetings starting at 1:00 p.m. in the Suttons Bay conference room.

Ayes: Noonan and Bowen. Nays: None. Absent: Popa – Motion approved.

Agenda: Approved as written.

Vouchers 36784 thru 36816 in the amount of \$469,107.78 were approved for payment.

Minutes from the December 17, 2013 regular session were approved.

Correspondence: None received.

Public Comment: None.

Management Reports:

Johnson: crews have been plowing snow continuously since last meeting despite having to deal with minor mechanical problems on several trucks. Delivery of the second plow truck from Truck & Trailer Specialties is expected soon.

Nedow: provided two 2013 summary reports for the Board to review: annual fuel consumption and a monthly cash balance summary. Nedow also requested additional adjustments to the 2013 budget (to recognize impact of higher than anticipated spending to deal with the heavy December snowfall).

Motion by Noonan, supported by Bowen to adjust the 2013 Road Commission budget as follows:

Revenues: increase Allowance for Depreciation by \$2,100.00 and Trunkline Maintenance by \$20,600.00.

Expenditures: increase Primary Road-Routine Maintenance by \$10,000.00; Local Road-Routine Maintenance by \$61,000.00 and Trunkline Maintenance by \$20,600.00. Decrease Fringe benefits by \$49,000.00 and Local Road-Heavy Maintenance by \$15,000.00. The net impact of these adjustments (\$4,900.00) will be offset to the fund balance.

Ayes: Bowen and Noonan. Nays: None. Absent: Popa. – Motion approved.

Status report: Little Traverse Lake water levels:

Johnson reported he recently met with Cleveland Township Supervisor Tim Stein, Leelanau County Drain Commissioner Steve Christensen, members of the Little Traverse Lake Property Owner's Association, representatives from the National Park Service and Gosling Czubak to discuss the scope and cost of the work to be provided. However, as the lake is presently covered in ice, several aspects of the work to be performed will likely be postponed until spring.

Johnson also reported the LTLPOA will continue to be the lead agency contracting with the consulting engineers with Cleveland Township and the Road Commission acting in a support capacity.

Administrative staffing level:

Although not present, Popa had indicated his belief another administrative position is needed. Bowen provided a historical summary of head counts showing the hourly workforce shrunk from thirty-five heads in 2006 are presently down to twenty-four, while administrative went from six to five during the same time interval. Based on this data, and considering our financial position, Bowen expressed his opinion no additional administrative heads are needed. Noonan agreed, stating he is satisfied with how things are presently structured and he would not support an additional administrative head either.

Public Comment: Retired Suttons Bay employee Jim Kiessel informed the Board that whoever is plowing the Fort Road/Scenic View Drive intersection has been leaving snow in the intersection, making the intersection hazardous. Bowen stated he would refer that matter to Priest for his consideration.

Commissioner comments: None.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By Lee A. Bowen
Lee A. Bowen, Chairman

By Glen Noonan
Glen Noonan, Member

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

January 21, 2014

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Vice-chairman John Popa at 1:00 p.m. on January 21, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Vice-chairman John Popa, Member Glen Noonan, Engineer-Manager James Johnson, and Finance Manager/Secretary to the Board Joe Nedow. Chairman Lee A. Bowen was absent. One guest was present.

Agenda: Approved as written.

Vouchers 36817 thru 36848 in the amount of \$42,277.73 were approved for payment.

Minutes from the January 7, 2014 regular session were approved.

Correspondence: None received.

Public Comment: None.

Management Reports:

Johnson: discussed various topics, including:

-provided Popa with an oral list of anticipated paving projects for this summer. When questioned by Popa, Johnson indicated no additional design work is needed to be ready for this summer's paving projects.

-gave a brief report of a recent meeting with MDOT and Village of Suttons Bay representatives to review CR-633 (Otto Road to Herman Road) federal aid project design plans. Based upon a request from the Suttons Bay Village Manager, the Road Commission has been trying to extend this project northerly to include that portion of Elm Street from Herman Road to Fourth Street. During the plan review session, Johnson reported the group encountered a problem with where that portion of Elm Street within the Village of Suttons Bay narrows at two stream crossings. Additional funding will be necessary to replace the two stream crossings unless MDOT and FHWA are willing to allow a design exception. With no money in the STIP available to replace these "pinch-points" and no other known funding sources, Johnson stated it may be necessary to proceed with our portion of the project unless the design exception can be obtained. A separate project with adequate funding may be needed to accomplish the village section. Popa suggested asking the County Board of Commissioners for funds but it would be up to the Village of Suttons Bay to pursue this venue.

-provided details of two recent minor accidents involving Road Commission plow trucks.

-attended the January 14, 2014 Leelanau County Board-Executive Committee meeting to request placing our two-year road millage renewal on the August 2014 primary ballot. The Executive Committee approved our request which will be forwarded to the full County Board for their approval at their January 21st meeting.

-a Suttons Bay road crew member will be off for several weeks recuperating from an injury sustained at home. As crews have been busy plowing snow every day, Johnson informed the Board that Priest has found a substitute seasonal driver willing to work days to ensure the route is covered.

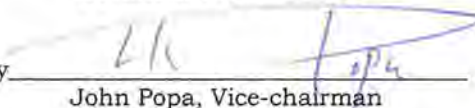
Nedow: year-end Anderson Pit operation costs and seal coat operation summary should be ready by next meeting. Material specifications have been received which will be used to help create bid documents for the proposed above-ground fuel tanks at the Suttons Bay garage. Bids are expected to be requested as soon as the weather improves enough to stake out the proposed location and complete the bid proposal.


Public Comment: None.


Commissioner comments: None.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By  _____
John Popa, Vice-chairman

By  _____
Glen Noonan, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Vice-chairman John Popa at 1:00 p.m. on February 4, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Vice-chairman John Popa, Member Glen Noonan, Engineer-Manager James Johnson, Superintendent Dave Priest, Maple City Foreman Bruce Clark and Finance Manager/Secretary to the Board Joe Nedow. Chairman Lee A. Bowen was absent. Guests were present.

Agenda: Approved as written.

Vouchers 36849 thru 36871 in the amount of \$168,307.11 were approved for payment.

Minutes from the January 21, 2014 regular session were approved.

Correspondence: None received.

Public Comment: None.

Management Reports:

Johnson: discussed various topics, including:

-a Leelanau Township resident who wrote a letter to the Editor in the January 30th edition of the Leelanau Enterprise calling on the Board to increase the number of road crew members which the author suggested would give the men some relief from working long hours and improve service. Johnson stated he called the letter's author and successfully explained the present economic and logistic conditions the Road Commission operates in and why her suggestions are not feasible.

-Johnson, Priest and Clark recently attending training session in Lansing sponsored by AIS Construction and Etnyre covering seal coat techniques utilizing the same equipment the Road Commission recently purchased.

-Johnson reported the Leelanau County Board of Commissioners approved placing the Road Commission's millage renewal request on the August 5, 2014 primary ballot during their January 21st meeting. However, prior to approving our request, a motion to delay final approval until County Board members could review financial statements justifying renewing the millage request was considered but failed to gain support.

-Announced a countywide planning meeting for use of MAP-21 funds for fiscal years 2014-2018 will be held February 18, 2014 at 1:30 p.m. during the regular meeting. The list of previously approved projects will be reviewed, at which time existing projects may be revised, priorities changed, or additional projects could be submitted by eligible agencies at this meeting. The resulting list of projects from this meeting will be presented at the subsequent 10C Rural Task force meeting for inclusion in the Statewide Transportation Improvement Program (STIP).

-Opening union contract negotiations are scheduled to begin tomorrow with the Road Commission's negotiating team, union stewards, and Teamsters Local #214 representative Joe Valenti.

Priest: Crews have been busy removing accumulated snow throughout the County. Priest is hoping the weather will cooperate so that he can send loaders to remove accumulated snowbanks impeding traffic and visibility in Leland and Lake Leelanau. He also informed the Board the two new Western Star plow trucks have the ability to send diagnostic text messages to a recipient's cell phone whenever the Detroit Diesel engine experiences a condition outside the engine's normal operating range. This new software provides staff with the ability to identify and diagnose malfunctions quicker and report whenever the engine/transmission experiences conditions detrimental to how the equipment is designed to operate.

Clark: offered his thanks to the Maple City crew for stepping up these past few weeks working in difficult conditions.

Offers to extend 2013 emulsion and fuel pricing through 2014:

Two vendors, Asphalt Materials (emulsion) and Bayshore Oil & Propane (diesel and gasoline) offered to extend their 2013 prices for an additional year through 2014. Staff recommended accepting both offers as doing so would be in the best interests of the Leelanau County Road Commission.

Motion by Noonan, supported by Popa, to accept Asphalt Materials (emulsion) and Bayshore Oil & Propane (diesel fuel and gasoline) offers to extend 2013 emulsion, diesel fuel and gasoline prices through 2014.

Ayes: Popa and Noonan. Nays: None. Absent: Bowen - motion approved.

Nedow presented the following year-end reports to the Board to review:

-Production cost analysis of the Anderson Pit mining operation for the past two years. Nedow stated no gravel was produced in 2012 and he feels those expenses should be included with the 2013 costs to gain a better perspective to determine if mining should continue. As the incremental costs associated with operating the pit is still affordable, Nedow recommended continuing mining operations.

-Summary of 2013 seal cost operations: cost per mile increase from \$13,704.27/mile in 2012 to \$17,427.88/mile due primarily to higher liquid emulsion and stone prices, fewer miles seal coated (42.82 miles in 2012 vs 34.72 miles in 2013) and higher labor/equipment costs.

-Schedules summarizing local and primary road paving projects, and routine maintenance activities were also reviewed. Nedow stated he will wait until our annual financial audit has been completed in April before distributing to all county township Boards, County Board members, and publishing them on our website.

Public Comment: Lake Leelanau resident Steve Mikowski offered his thoughts on fleet management and asked for clarification how the Road Commission maintains the state Trunkline roads for MDOT. Suttons Bay resident and retired employee James Kiessel stated people are already paying high taxes as it is and trying to increase the gas tax will not gain much support.

Commissioner comments: None.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By John Popa
John Popa, Vice-chairman

By Glen Noonan
Glen Noonan, Member

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

February 18, 2014

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Lee A. Bowen at 1:00 p.m. on February 18, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Lee A. Bowen, Vice-chair John Popa, Engineer-Manager James Johnson and Finance Manager/Secretary to the Board Joe Nedow. Member Glen Noonan was absent. Guests were present.

Agenda: Approved as written.

Vouchers 36872 thru 36918 in the amount of \$197,547.50 were approved for payment.

Minutes from the February 4, 2014 regular session were approved.

Correspondence:

-Letter dated January 29, 2014 from Leland residents Jennifer and Michael Collins, owners of Two Fish Gallery located on River Street in Leland, claiming the recent River Street repaving is causing large puddles between the Harbor House (to the east) and their building. The Collins asked the Road Commission to "reassess the paving job on River Street in order to significantly lessen the impact of rain storms on the businesses that operate along River Street."

After further discussion, Bowen directed Johnson to contact Leelanau Drain Commissioner Steve Christiansen and set up a meeting on site this spring to discuss possible remedies.

-Letter dated February 7, 2014 from Leland Township resident Samuel S. Stewart III, thanking the Road Commission for taking good care of county roads, particularly M-22 (Manitou Trail) south of Leland. Johnson stated he had already contacted Stewart thanking him for his comments.

-Letter dated February 11, 2014 from Brenda Owen and Scott Robbins on behalf of the Michigan Association of Timbermen asking the Road Commission for "favorable consideration to move wood as often as feasible in the evenings and early mornings and restrictions be based on actual temperatures and frost tube data."

Public Comment:

Lake Leelanau resident Steve Mikowski questioned the manner how meeting minutes report absent Road Commissioners as excused or un-excused.

Management Reports:

Response to traffic congestion on Onomonee and Gills Pier Roads – Ice formations on Lake Michigan: Johnson reported temporary one-way traffic signs have been erected along both roads and No Parking signs in selected areas directing the public to park along the east side of both roads so emergency response vehicles can safely navigate through both narrow roads. Vehicles are being directed to enter Gills Pier Road off M-22 on a one-way loop and exit north out Onomonee Road to Carlson Road to M-22. Leelanau Township Fire & Rescue, the Leelanau County Sheriff's Office, and the Road Commission will continue to monitor and address problems as they arise.

Staffing: A second Suttons Bay hourly employee will be off work for several weeks due to a medical issue. Priest will fill the void by using seasonal employees as needed.

County planning meeting for use of MAP-21 funds in fiscal years 2014 – 2018:

Johnson opened the meeting at 1:30 PM by introducing Northwest Michigan Council of Governments representative Matt Skeels, who was hired by MDOT to provide administrative assistance to the various regional transportation committees who determine what projects will be submitted to the Statewide Transportation Improvement Program (STIP). Along with the Road Commission, projects were proposed by the Village of Suttons Bay (by Manager Wally Delamater), the Village of Empire (by Trustee Sam Barr) and BATA (represented by Carrie Thompson). Johnson and Delamater agreed that as the Village of Suttons Bay would have to replace two stream crossings on Elm Street, there is not enough money in the STIP to do their project this year. Instead, Johnson proposed submitting two separate proposals in separate years for Elm Street that would fit the available funds.

As for Empire Township, Johnson informed Barr there is uncommitted Fed-D money available this year provided the Village moves quickly to have design plans prepared and submitted to MDOT. Otherwise, the Village of Empire would have to wait until 2016. Carrie Thompson of BATA submitted a list of qualifying projects, with price tags ranging from small to large that she would like to submit in the event a project does not materialize and the federal funds go unused and forfeited. Bowen and Popa stated the Road Commission had already "paid early" federal funds pledged over a three years to BATA, and they would only support those projects on her list that would benefit Leelanau County residents.

After further discussion a consensus was reached based upon the available and anticipated funds outlined in an updated Task Force #10C County Balance Sheet depicting available STP and State-D funds for the next several years:

- 2014 - CR-633 Otto Road to Herman Road;
- 2015 - Elm Street from Herman Road to 4th Street in the Village of Suttons Bay;
- 2016 - Lacore Street from M-22 north in the Village of Empire;
- 2017 - CR-614 from CR-641 to Perrins Landing;
- 2018 - Elm Street from 4th Street to Broadway in the Village of Suttons Bay.

Also included is a list of projects submitted by BATA ranging from \$2,280 to \$160,000 which would be considered only in the event federal funds would otherwise not be spend and therefore forfeited.

Public Comment: Comments were offered by Lake Leelanau resident Steve Mikowski (the impact of this winter's cold weather) and Solon Township resident Ron Novak (who offered his compliments to the men for keeping our roads clear).

Commissioner comments: Bowen stated the Road Commission, in conjunction with Leelanau County Emergency Services, would have sand and sandbags available to any Traverse Lake residents who may wish to safeguard their property from flooding this spring. Cleveland Township Supervisor Tim Stein is spearheading and coordinating this effort.

With no more business to conduct, Bowen adjourned the meeting at 2:55 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By Lee A. Bowen
Lee A. Bowen, Chair

By John Popa
John Popa, Vice-chair

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

March 4, 2014

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Vice-chairman John Popa at 1:00 p.m. on March 4, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Vice-chair John Popa, Member Glen Noonan, Engineer-Manager James Johnson, Superintendent Dave Priest, Maple City Foreman Bruce Clark, and Finance Manager/Secretary to the Board Joe Nedow. Chair Lee A. Bowen was absent. One guest was present.

Agenda: Approved as written.

Vouchers 36919 thru 36942 in the amount of \$129,265.44 were approved for payment.

Minutes from the February 18, 2014 regular session were approved.

Correspondence:

-An undated letter received February 27, 2014 from Lake Leelanau resident Ray Staudacher who suggested using beet juice as a de-icing agent instead of rock salt. Johnson related his experiences using a similar product many years ago, and due to poor performance and resulting unsafe conditions, this option was immediately discontinued. He also stated his intent to respond to Staudacher thanking him for his suggestion but also to inform him the Road Commission will continue to use salt/sand on our county and state roads.

-Letter dated February 24, 2014 from Bill O'Neil and JR Richardson of the Michigan Department of Natural Resources asking the Road Commission in regards to this spring's logging activities, to "consider any flexibility that can be built into this year's road restrictions that will contribute to the adequate flow of wood to the mills." Johnson noted this letter repeated the same request included in a letter recently received from the Michigan Association of Timbermen. However, he also stated this request was discussed at the last Paul Bunyan Council meeting which concluded no interest was expressed granting the timbering industry self-regulation powers when it comes to enforcing seasonal weight restrictions.

-A letter forwarded to the Road Commission by State Representative Ray Franz addressed to Michigan Appropriations Chair Joe Haveman signed by Franz and eleven other State representatives asking Haveman to take into account the severity of this past winter when negotiating the State budget and budget surplus.

Public Comment: None.

Management Reports:

Task Force #10C meeting to determine MAP-21 eligible projects for fiscal years 2014 - 2018:

Johnson reported Grand Traverse County Road Commission agreed to loan Empire Township their uncommitted Fed-D funds this year provided we agree to "repay" Grand Traverse with future federal STP funds. Also, this year's CR-633 federal aid project will require a \$40,000.00 local match to use up all the available federal aid funds and comply with the new mandate requiring all regional task forces to be fiscally constraint.

Seasonal weight restrictions: based on analyzing temperature trends and measuring soil frost levels, Johnson does not expect weight restrictions to be enacted until later this month and extending into late April. Clark reported a temperature reading of -29 degrees near Maple City Monday morning as temperatures continue a trend of registering below zero.

Little Traverse Lake - LTLPOA requested lake level survey: Johnson reported attending a recent meeting attended by representatives from the LTLPOA, National Park Service, Leelanau County Drain Commissioner Christensen, Cleveland Township and Gosling Czubak Engineering. The LTLPOA accepted the \$9,760.00 proposal from Gosling Czubak Engineering with survey work to begin later this spring once the ice has melted from the lake.

New union contract negotiations: Next meeting will be held at the Road Commission office in Suttons Bay on March 13th.

Priest and Clark reported crews have been busy pushing snow banks back as well as plowing their routes. Once the weather improves, crews will be out patching numerous potholes on various county roads and on the state Trunkline roads. A new type of cold patch, reputed to stick better in cold weather, has been delivered to both garages. Noonan also requested Priest send out tree cutting crews when possible, especially those that are deemed dangerous that should be removed as soon as possible.

Nedow reported overtime incurred so far this year has exceeded last year's total and any additional overtime will reduce funds earmarked for summer seal coat and paving activities. While Noonan and Popa stated they would not object to asking Leelanau County Board of Commissioners for funds, Nedow stated he does not believe it necessary at this time as staff needs to determine the size and scope of this summer's seal coat road list and possible paving projects.

Nedow also received notification from MERS the Road Commission's pension investments this past year earned over \$500,000.00. Even though an additional \$224,329.21 voluntary contribution was also made, the likelihood of seeing a sizable decrease in our pension unfunded level will be minimal due to in part to MERS's policy of using a ten-year smoothing average when calculating our annual actuarial reports.

Public Comment: None.

Commissioner comments: None.

With no more business to conduct, Popa adjourned the meeting at 1:34 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By John Popa
John Popa, Vice-chair

By Glen Noonan
Glen Noonan, Member

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

March 18, 2014

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Vice-chairman John Popa at 1:00 p.m. on March 18, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Vice-chair John Popa, Member Glen Noonan, Engineer-Manager James Johnson, Superintendent Dave Priest, Maple City Foreman Bruce Clark, and Finance Manager/Secretary to the Board Joe Nedow. Chair Lee A. Bowen was absent. Guests were present.

Agenda: Approved as written.

Vouchers 36943 thru 36981 in the amount of \$71,372.18 were approved for payment.

Minutes from the March 4, 2014 regular session were approved.

Correspondence:

-Letter dated March 5, 2014 from the Michigan County Road Commission Self-Insurance Pool asking for letters of candidacy from member commissioners and/or staff interested in serving as a member of the MCRCSIP Board of Directors. The Pool is presently looking to fill two Northern Lower positions and one At-Large position which would serve for a three year term (2014-2017). Candidates are asked to submit resumes or letters of candidacy to the Pool office prior to April 15, 2014.

-Letter dated February 27, 2014 from the County Road Association Self-Insurance Fund also asking for letters of candidacy from among the membership to serve on the Board of Trustees. This year CRASIF will be looking to fill one Northern position and two At-Large positions which would serve for three years. Anybody interested is asked to submit their qualifications to CRASIF by April 1, 2014.

Public Comment: None.

Management Reports:

Seasonal weight restrictions: scheduled to begin on March 19, 2014 at 7:00 AM. Counties to the south of us have already implemented

Union contract negotiations: Johnson announced that an agreement has not yet been reached following a March 13, 2014 negotiating meeting with union members and a representative from Teamsters Local #214. The next session will be scheduled shortly.

MDOT M-22 paving projects: MDOT opened bids for two Trunkline paving projects within Leelanau County scheduled for this summer: M-22 between Northport and Omena with Reith-Riley submitting the lowest bid, and M-22 from Leland north to Novotny Road with Elmer's with the lowest bid. When Popa asked whether MDOT is planning to fix M-22 between Omena and Suttons Bay, Johnson reported MDOT has no project for that segment in their five year plan.

Request to approve a final design proposal for Stallman/McKeese Road BIA project: Submitted by Gosling Czubak Engineering in the amount of \$44,590.00, this proposal will cover preliminary utility concepts to address the existing water and sanitary lines presently in the way where the new culvert under McKeese Road will go, and final design plans for the rest of the project which will be used to generate a bid request. Johnson also stated the expenditure will be reimbursed by the Grand Traverse Band of Ottawa & Chippewa Indians.

Motion by Noonan, supported by Popa, to approve an engineering final design proposal (\$44,590.00) from Gosling Czubak Engineering for the McKeese/Stallman Road BIA project, and to authorize the Engineer-Manager to accept the proposal on behalf of the Leelanau County Road Commission.

Ayes: Popa and Noonan. Nays: None. Absent: Bowen. – Motion approved.

Other: Johnson informed the Board that the County Road Association of Michigan has responded to a request from the Michigan Association of Timbermen that they also do not support the industry self-monitoring themselves during seasonal weight restrictions as expressed by CRAM's membership.

Priest and Clark informed the Board that our crews are continuing to patch the numerous potholes throughout the county using a new cold-weather patching material recently purchased.

Nedow announced the 2013 audit has been completed. Rehmann Principal Steve Peacock will be presenting the audited financial statements to the Board on April 1, 2014 at 11:00 AM. Two audit recommendations will be suggested; inventory control over the Suttons Bay parts room and reconciling the internet sales/permits issued as a means of strengthening internal controls.

Awards:

Leelanau County Road Commission received a plaque from the County Road Association Self-Insurance Fund in recognition of three consecutive years of achieving an experience modification factor less than 1.0 for worker's compensation loss prevention. Popa asked Johnson to display the award at both garages.

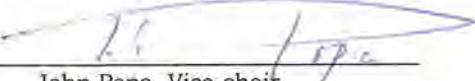
Johnson also presented a County Road Association of Michigan Service Award to Glen Noonan in recognition of 42 years of service (seven completed terms on the Road Commission Board) to the citizens of Leelanau County. Glen is currently the longest serving road commissioner in the State of Michigan.

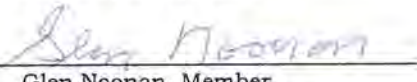
Public Comment: None.

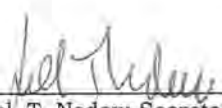
Commissioner comments: None.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
John Popa, Vice-chair

By 
Glen Noonan, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chair Lee A. Bowen at 11:00 a.m. on April 1, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Lee A. Bowen, Vice-chair John Popa, Engineer-Manager James Johnson and Finance Manager/Secretary to the Board Joe Nedow. Member Glen Noonan was absent. One guest was present.

Agenda: Approved as written.

Presentation/acceptance of 2013 audited financial statements:

Rehmann Principal Steve Peacock presented the audited financial report to the Board. The Rehmann audit concluded the financial statements present fairly, in all material respects, the financial position of the Road Commission (an unqualified opinion).

As in previous audits, the report also includes a material weakness: segregation of incompatible duties as the Road Commission "lack a sufficient number of accounting personnel in order to ensure complete segregation of duties within its accounting function." While no specific remedies were offered, Rehmann encourages management to actively seek ways to further strengthen its internal control structure by requiring as much independent review, reconciliation and approval of accounting functions by qualified members of management as possible. As such, the Board has been aware of this weakness in internal controls for many years now, but has refrained from hiring additional staff to separate various accounting functions as the potential costs outweighs the possible risks.

In response to Bowen's request, Peacock will supply specific remedies which he feels will help alleviate this condition given the restrictions on staffing levels.

Other observations/recommendations include: parts inventory - document independent review of the annual inventory count sheets; establish a documented independent reconciliation process for the recently implemented internet credit card payments for permits.

Nedow's memo "Response to Audit Findings", listed various methods and procedures that were implemented over the past few years as compensating measures to help strengthen internal controls. In addition, efforts to identify and implement new procedures and practices whenever possible will also continue. In regards to the audit recommendations, corrective measures have been implemented to integrate these suggestions into practice.

Peacock also informed the Board a new GASB standard scheduled for 2015 will include provisions requiring public pension providers such as MERS to comply with new reporting requirements, including actuarial reports prepared by an independent third-party using "actual" market conditions to generate reports. The Road Commission will also be required to record our unfunded pension liability on our audited financial statements in 2015.

Motion by Popa, supported by Bowen, to accept the audited 2013 financial statements as prepared and presented by Rehmann.

Ayes: Bowen and Popa. Nays: None. Absent: Noonan. – Motion is approved.

Bowen then recessed the meeting at 12:05 p.m.

Bowen reconvened the meeting at 1:00 p.m. Also in attendance: Superintendent Dave Priest, Maple City Foreman Bruce Clark, and one guest.

Vouchers 36982 thru 37009 in the amount of \$116,847.61 were approved for payment.

Minutes from the March 18, 2014 regular session were approved.

Correspondence:

-E-mails from Little Traverse Lake residents Len Allgaier (dated 3-28-14 including a petition signed by several property owners, copies of newspaper articles, a five-page letter with illustrations and photographs), Todd Bredin (dated 3-28-14), Richard Bowzer (dated 3-29-14), and Dianne Wakefield (dated 3-30-14). All asked the Board to implement "temporary relief action" to prevent flood damage to lakefront property when the ice on Little Traverse Lake melts.

In responses to Allgaier, Bredin, Bowzer and Wakefield, Bowen expressed the Board's sympathies to riparian owners for this difficult situation and steps are being pursued to address the issue which includes efforts to obtain a DEQ permit required for any work affecting the Shalda Creek culvert.

Approval of the 2013 Act-51 report:

Motion by Popa, supported by Bowen, to accept the 2013 Act-51 report as reviewed by Rehmann.

Ayes: Bowen and Popa. Nays: None. Absent: Noonan. – Motion is approved.

2014 Annual aggregate and highway painting bids:

At 1:05 p.m. bids were opened and read for 2014 aggregate and highway painting. The results are as follows:

Aggregate:

Vendors:	Team Elmers	Kasson Sand & Gravel
Items:		
22A gravel:	\$4.95/ton	\$3.45/ton
29A stone:	\$13.50/ton	\$8.40/ton
31A stone:	\$13.50/ton	\$7.40/ton
22A gravel delivered to SB garage:	\$9.25/ton	\$7.83/ton
29A stone delivered to SB garage:	\$17.25/ton	\$12.78/ton
31A stone delivered to SB garage:	\$17.25/ton	\$11.78/ton

Highway painting:

Vendor: P.K. Contracting:

Item: Waterborne paint:

4" white (edge line) per lineal foot: \$0.04
4" yellow (center line) per lineal foot: \$0.04

Item: Regular dry pain:

4" white (edge line) per lineal foot: \$0.048
4" yellow (center line) per lineal foot: \$0.048

Mobilization: per trip price: \$219.00

Motion by Popa, supported by Bowen, directing staff to review all bids to ensure all specifications and requirements have been met, and to award bid(s) that would be in the best interests of the Leelanau County Road Commission. Ayes: Bowen and Popa. Nays: None. Absent: Noonan. – Motion is approved.

Public Comment: Empire Township resident Don Welch asked the Board about plans to fix CR-616 from M-22 west, and the west end of Welch Road. Welch was told a road improvement project has already been planned for this summer for a portion of CR-616 west of M-22, but there is no money in the budget to include the west end of Welch Road this year. Empire Township would need to provide matching funds for that segment. Welch reported Empire Township had already approved their 2014 budget this spring without road improvement provisions and he would like Johnson to provide an estimate to fix the remaining part of Welch Road which he could present to Empire Township for possible inclusion in their 2015 budget. He also asked for "walking paths" when CR-616 is paved. Johnson was instructed to provide Welch with this estimate later this year when our paving projects have concluded.

Management Reports:

Special Winter Maintenance Distribution: Leelanau will be receiving a one-time distribution of \$179,765.60 from the Michigan General Fund to local road agencies for special winter road maintenance expenses.

Road upheaval: spring thaw: Several roads are experiencing significant upheaval as temperatures continue to rise, and warning signs have been placed warning motorists of uneven pavement at various spots in the county where conditions merit.

Union contract negotiations: The next bargaining session is scheduled for April 9th at the Suttons Bay office. In addition, Johnson reported receiving a letter from Priority Health which confirmed the administrative HSA health insurance plan can continue should the union membership accept coverage from a different carrier. Popa offered his thoughts which he felt would help expedite labor negotiations, but his suggestions were not supported.

Leelanau Area Public Works Mutual Aid Agreement – as proposed by the Village of Suttons Bay: Proposed by Suttons Bay Village Manager Wally Delamater, this agreement would establish protocols for sharing resources among municipalities in a designated area in the event of a disaster by providing access to specialized and knowledgeable personnel, heavy equipment, tools and supplies. Johnson had forwarded a copy of this agreement to the Board and staff for review and comment. Bowen directed Johnson to ask Leelanau County Prosecutor Hubbell to review the agreement on behalf of the Road Commission.

Public Comment: None.

Commissioner comments: None.

With no more business to conduct, Bowen adjourned the meeting at 2:25 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By Lee A. Bowen
Lee A. Bowen, Chair

By John Popa
John Popa, Vice-chair

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Vice-chair John Popa at 1:00 p.m. on April 15, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Vice-chair John Popa, Member Glen Noonan, Engineer-Manager James Johnson, Superintendent Dave Priest, Maple City Foreman Bruce Clark and Finance Manager/Secretary to the Board Joe Nedow. Chair Lee A. Bowen was absent. Guests were present.

Vouchers 37010 thru 37052 in the amount of \$203,055.88 were approved for payment.

Minutes from the April 1, 2014 regular session were approved.

Agenda: Approved as written.

Public Comment: None.

Correspondence:

-Letter dated April 11, 2014 from Leelanau Township residents Michael Huey and Christian Witt-Dorrington asking the Road Commission to resolve two issues they have with the new turnaround on Kelch Road. Huey reported when the Road Commission plows the turnaround, a lot of gravel is being pushed onto his property beyond the agreed upon turnaround boundary. In addition, the fence he had erected three feet away from the turnaround was damaged this past winter when snow was pushed against it. The second issue Huey asked about is the status of the deed gifting the property to the Road Commission which was requested two years ago but not completed.

Also provided: photos of the damage and a copy of a letter dated September 7, 2009 sent to the Road Commission where Huey and Witt-Dorrington stated they "do not support the paving and/or major reconfiguration of Kelch Road."

-Email dated April 14, 2014 from Leelanau Township Supervisor Doug Scripps informing the Road Commission Leelanau Township received a request from Kelch Road resident Kate McDonald to pave Kelch Road. Scripps stated he supports the project due to the steep hill and his intent to forward the request to Leelanau Township Planning Commission for inclusion in their Capital Improvement Plan provided McDonald's request is supported by her neighbors.

Johnson reminded the Board any request to pave Kelch Road would require a 50% contribution from Leelanau Township and/or from the other adjacent land owners.

Cab and chassis – truck equipment bids: At 1:10 pm bids for two heavy truck cab and chassis and truck equipment were opened and read. The results are as follows:

Cab & chassis:

Vendor:	JX Peterbilt Grand Rapids, MI	Zaremba Equipment Gaylord, MI	Grand Traverse Diesel Service Traverse City, MI
Made/Model:	Peterbilt 367	Work Star 7600	Western Star 4900SB
Price each:	\$117,464.00	\$115,695.00	\$119,750.00
Delivery:	June 30, 2014	August 2014	150-180 days from order
Warranty:	In-house	Pioneer-Traverse City	GT Diesel-Traverse City

Truck Equipment: Truck and Trailer Specialties of Boyne Falls Michigan was the only vendor who submitted a bid.

Tandem axle dump truck with patrol wing:

-Mount/install LCRC furnished dump box, hoist and tarp system, furnish/install fuel and oil tanks, lights, hydraulic system, and snowplow hitch:	\$39,720.00
-Furnish/install underbody scraper and circle:	\$8,886.00
-Furnish/install patrol wing:	<u>\$11,273.00</u>
Total for dump truck:	\$59,879.00

Tandem axle truck with chassis-mounted sander and patrol wing:

-Mount/install LCRC furnished sander and snowplow hitch, furnish/install fuel and oil tanks, lights, and hydraulic system:	\$37,686.00
-Mount/install LCRC furnished underbody scraper and circle:	\$2,028.00
-Furnish/install patrol wing:	<u>\$11,273.00</u>
Total for chassis-mount sander truck:	\$50,987.00

Delivery: 75 days after receipt of trucks and equipment.

Motion by Noonan, supported by Popa, directing staff to review all bids to ensure all specifications and requirements have been met, and present their recommendation to the Board at their May 6, 2014 regular meeting.

Ayes: Noonan and Popa. Nays: None. Absent: Bowen – Motion is approved.

Leelanau Area Public Works Mutual Aid Agreement: No change, as Johnson is still waiting for a response from the Leelanau County Prosecutor's office.

Staff reports:

Johnson:

- Village of Empire-LaCore Street paving project update: Johnson recently learned the uncommitted FedD funds which the Village of Empire tried to secure to improve LaCore Street appear to be no longer available despite efforts to expedite design plans for submission to MDOT.
- During a recent meeting, Johnson learned the County Road Association of Michigan Board of Directors' may soon be requesting an increase in the annual membership dues structure to continue the additional lobbying efforts CRAM recently implemented.

Priest/Clark:

-Crews have been busy the past few days dealing with flooding which caused numerous washouts and road/shoulder erosion on many county roads.

Nedow:

Informed the Board the Road Commission will be required to be compliant with Act No. 506 of 2012 whereby a local road agency offering medical benefits to it's transportation employees shall certify to MDOT by September 30, 2014 that it is in compliance with the publicly funded health insurance contribution act as stipulated in PA 152. (Note: LCRC is already in compliance by adopting monthly caps on health insurance premiums). In addition, a local road agency must maintain a searchable website accessible by the public at no cost including the following:

- Current fiscal year budget
- The number of active employees of the local road agency by job classification and wage rate
- A financial performance dashboard that contains information on revenues, expenditures and unfunded liabilities which may be linked to financial information provided by the Michigan Transportation asset management council.
- The names and contact information of the governing body of the local road agency.

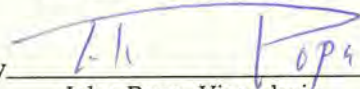
Failure to comply could result in MDOT withholding all or part of our MTF distribution. Nedow explained most of this information is already on our website and that he expects to have the remaining elements in place before the September deadline.

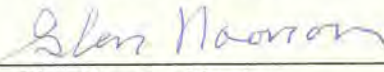
Public Comment: None.

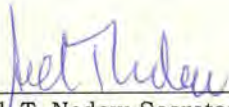
Commissioner comments: None.

With no more business to conduct, Popa adjourned the meeting at 1:29 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
John Popa, Vice-chair

By 
Glen Noonan, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chair Lee A. Bowen at 1:00 p.m. on May 6, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Lee A. Bowen, Vice-chair John Popa, Member Glen Noonan, Engineer-Manager James Johnson, Superintendent Dave Priest, and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Vouchers 37053 thru 37076 in the amount of \$74,307.78 were approved for payment.

Minutes from the April 15, 2014 regular session were approved.

Agenda: Approved as written.

Public Comment: Bingham Township resident Bradley Saxton (6896 E. Erdt Road) said water runoff from his neighbor's paved driveway has been washing out his driveway on a regular basis, requiring him to constantly fix the problem. Previous efforts by the Road Commission several years earlier to remedy the problem did not alleviate the problem as water runoff continues to wash out Saxton's driveway and deposit debris into the road. After further discussion, Priest was directed by the Board to set up a joint meeting with the Leelanau County Drain Commissioner, both property owners, and Priest to try to work out a viable solution to prevent this issue from reoccurring. Following this meeting, a letter is to be written and sent to all parties summarizing the events and recommended solution including a notice that any debris that ends up in the road will be cleaned up by the Road Commission and a bill sent to the property owner causing the damage.

Correspondence:

-E-mails dated April 19, 2014 from Len Allgaier and from Don and Alice Zuck concerning high water levels on Little Traverse Lake. Bowen informed both parties (via e-mail earlier) any requests regarding the lake level need to be directed to their lake association who is designated at the "go-to" organization on this matter. He also informed them sandbags and sand are available through the Leelanau County Emergency Management Office for any lakefront riparian property owners wanting them.

Cab and chassis – truck equipment bids: Priest and Johnson recommended accepting the bid from Grand Traverse Diesel Service, citing the two Western Star trucks purchased last year have performed well and are satisfaction with the reliable service provided by the vendor. Popa asked several questions about the other models offered, and asked what options are offered for rust-proofing the cab and chassis as well as the frame. Dan Walters of Grand Traverse Diesel Service informed Popa the price he quoted should be good until the factory begins building next year's models around early January, which Popa asked Walters to provide in writing. Popa then suggested staff should explore buying two additional trucks at the end of this year to avoid any price increases and to take delivery earlier next year.

Motion by Popa, supported by Noonan, to award this year's cab and chassis bid to Grand Traverse Diesel Service of Traverse City, Michigan for two Western Stars model 4900SB for a total price of \$239,500.00.

Ayes: Bowen, Popa and Noonan. Nays: None. – Motion is approved.

Motion by Popa, supported by Noonan, to award this year's truck equipment bid to Truck-Trailer Specialties of Boyne Falls, Michigan for a total price of \$110,866.00.

Ayes: Bowen, Popa and Noonan. Nays: None. – Motion is approved.

Staff reports:

Johnson: informed the Board the CR-633 federal aid project is scheduled for a June 6th bid letting with construction to begin this summer.

Resolution 14-01: CR-633 federal aid contract with MDOT:

Motion by Popa, supported by Noonan, to approve Resolution 14-01 which reads as follows:

WHEREAS, the "Projects" covers the following improvements, in Leelanau County, Michigan, described as follows:

Part A: Hot mix asphalt resurfacing work along County Road 633 from Otto Road to Herman Road; including shoulder work; and all together with necessary related work.

Part B: Hot mix asphalt resurfacing work along County Road 633 between Lakeview Hills Road and County Road 618 (Bingham Road); including shoulder and guardrail work; and all together with necessary related work.

WHEREAS, the projects are being programmed with the United States Department of Transportation, Federal Highway Administration for implementation with the use of Federal Funds under the Surface Transportation Program – D Funded Project, identified as: Control Section SLT 45555, Job Numbers 109554 and 119212, Project Numbers STP 1445(006) and STP 1345(007), Federal Item Numbers RR 8733 and RR 8596, CFDA Number 20.205 (Highway Research Planning & Construction), Contract No. 14-5167, and

WHEREAS, the Michigan Department of Transportation and the Board of County Road Commissioners of the County of Leelanau, Michigan have reached an understanding with each other regarding the performance of the project work and have set forth this understanding in the form of a written contract,

NOW, THEREFORE BE IT RESOLVED, that the Board of County Road Commissioners of Leelanau County enters into an agreement with MDOT for the purpose of fixing the rights and obligations of the parties to undertake and complete the Project and that Chairman Lee A. Bowen and Engineer-Manager James C. Johnson be authorized to sign the contract.

Ayes: Chairman Lee A. Bowen, Vice-chairman John Popa, and Member Glen Noonan. Nays: None. - Resolution is hereby adopted.

-Crews are busy replacing a culvert on Lime Lake Road that collapsed over the weekend requiring the road to be closed. Johnson expects the replacement culvert should be in place by Wednesday morning and the road re-opened.

-Seasonal weight restrictions have been lifted as of May 2nd.

-MDOT will be holding a meeting at the Northport Fire Station this week to meet with the public to answer any questions regarding the M-22 road paving project (between Northport and Omena).

-Proposed Leelanau Area Public Works Mutual Aid agreement: no change as no response yet from Hubbell.

-Kelch Road: broken fence rails have been replaced and easements have been received but not recorded.

-As Mark Noonan at the Maple City garage will be leaving the Road Commission this week having elected to pursue another job. Ads have been placed in the Leelanau and Traverse City area newspapers seeking one or more new hourly workers.

-Only three townships have expressed any interest in road projects with summer, but other than a request from Glen Arbor for a small job, specific projects are still pending.

-Johnson also provided a status report on all pending projects that are as yet outstanding.

Popa voiced his concerns whether there is too much work for the Engineer-Manager and he would like to see the position split up into two separate positions. He then made a motion to advertise for an Manager to help out in the front office. However, Popa's motion was not supported by Bowen nor by Noonan and the motion failed.

Bowen stated Johnson will need to delegate tasks to Priest and Clark whenever possible in order to ensure completion of outstanding tasks as well as this summer's road projects/maintenance activities. He was also tasked with the directive to spend our funds wisely while not having a large fund balance at the end of the year.

Public Comment: None.

Commissioner comments: Noonan asked about a spring road tour. When Bowen suggested May 19th as a possible date, Popa stated he would be unavailable to go but urged Noonan and Popa to proceed without him.

With no more business to conduct, Bowen adjourned the meeting at 2:40 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By Lee A Bowen
Lee A. Bowen, Chair

By J. P. P Popa
John Popa, Vice-chair

By Glen Noonan
Glen Noonan, Member

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

May 19, 2014 Road Tour

The Road Commission toured several seasonal roads, including some problem areas pits and dump sites. Present were Chairman Lee A. Bowen, Member Glen Noonan, and Maple City Foreman Bruce Clark.

The seasonal roads were in good shape with a few spots to be graded and filled to smooth them out. We looked at:

- Gilbert Lake Rd
- Beeman Rd
- Burnham Rd
- Dodge Springs Rd
- East Kasson Rd
- Wilco Rd
- Shauger Hill Rd

We also looked at Fredrickson Rd and Welch/Harriger roads which are on our list for resurfacing this season. We drove E Lime Lake Rd where crews had just recently replaced a crumbled culvert, and checked out the previous paving from 2013 on E Lime Lake Rd from M-22 southward to Mountain Rd. We checked Traverse Lake Rd at Shalda Creek and also where Traverse Lake Rd had heaved this spring. It was also noted the terrible condition of CR 669 from M-22 north to Shalda Creek.

There are two erosion problems, one on Narlock Rd and the other on M-22 that will be fixed by June 6, 2014.

We then moved on to Leland to look at paving and review the parking stop block issue at the Leland Library. Plans were made to correct this problem. Commissioners noted a few areas needing patching that need to be taken care of immediately.

The Frost Pit and Marvin's pond dump site had no issues to be resolved.

Road tour started at 8:15 a.m. and ended at 2:30 p.m.

Submitted by Bruce Clark, Maple City Foreman

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chair Lee A. Bowen at 1:00 p.m. on May 20, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Lee A. Bowen, Member Glen Noonan, Engineer-Manager James Johnson, Superintendent Dave Priest, Maple City Foreman Bruce Clark, and Finance Manager/Secretary to the Board Joe Nedow. Vice-chair John Popa was absent. No guests were present.

Vouchers 37077 thru 37117 in the amount of \$60,612.67 were approved for payment.

Minutes from the May 6, 2014 regular session were approved. The Board also accepted the May 19, 2014 Road Tour report written by Clark.

Agenda: Approved as written.

Public Comment: None.

Correspondence:

-Letter dated May 7, 2014 From Susan Pocklington, Director of Preserve Historic Sleeping Bear, requesting to adopt Port Oneida Road and Glen Haven Road, keeping both roadsides clear of trash and debris similar to the Adopt-a-Highway program on state roads. Pocklington had contacted Nedow prior to today's meeting to let him know that portion of M-22 in front of their office was already awarded to the Zonta Club of Leelanau County and efforts to share M-22 have so far been unsuccessful. She also offered to absorb the cost of purchasing and disposing trash bags, signage and other program related costs should the Board agree to her request.

Bowen noted receiving similar requests in the past, and at that time, the Board determined the cost and the added workload associated with administering such a program would be too burdensome on staff. While he feels the gesture is noble, nothing has changed since then warranting a change. Noonan concurred.

-Email dated May 15 from Ryan Sterkenburg, owner of Gill's Pier Vineyard & Winery asking the Board to approve relocating his business's TOD sign presently located near the M-204/Eagle Highway intersection to M-204 at Horn Road. Johnson informed the Board that in this case, since Horn Road is not a direct route to the winery, the TOD program rules require the Road Commission approval for the installation of a trailblazer sign at the Horn Road/Eagle Highway intersection prior to MDOT approval. Hoping to avoid additional signage pollution and avoid directing buss traffic onto Horn Road, Johnson had denied Sterkenburg's initial request.

After further discussion, Bowen stated he did not want the Road Commission to be viewed as unsympathetic to the business community. In addition, he stated any negative impact associated with the change would be minimal and as such, he does not have a problem with Sterkenburg's request.

Staff reports:

Johnson:

-concrete curbing has recently been installed on River Street behind the Leland Mercantile to channel water away from the basement area and into the catch basin drain in front of the Cove. This week's heavy rainfall confirmed the "fix" seems to have corrected the problem.

-Highway painting map is ready to go out: Johnson expects to paint 145 miles of centerline and 69 miles of edge line this June, with additional painting to be done later this fall once seal coat work has been completed. In addition, the snowmobile crossing on CR-669 will also be refreshed.

-Primary road seal coat list is complete, and staff is expected to finalize the local road list soon. Depending on the weather, Johnson expects this operation to start no later than the first week of July. Bowen expressed his desire to post this information on Facebook to inform the public which each road(s) will be worked upon during each week of the summer.

-Road projects:

McKeese Road/Stallman Road BIA: other than design work, the project is at a stand-still as Johnson is continuing efforts to finalize right of way acquisition necessary for the project to proceed.

CR-633 Federal aid project: Bid letting is still targeted for June 6, 2014.

Frederickson Road project and Welch Road: Staff has not had the opportunity to fully determine the scope of both projects. The Dune Climb to Empire portion of the Sleeping Bear Heritage Trail is presently under construction generating construction traffic on these roads. Construction on Welch Road is targeted for late summer. Johnson also expressed his intentions of hiring a consultant to prepare design plans if needed. Bowen repeated he does not want a large fund balance at year end and our road funds be spent wisely.

Priest:

-Spring sweeping is completed and crack sealing will begin. Crews have also been busy with cutting trees along M-22 and pothole patching.

-A new hourly employee has been hired to work out of the Suttons Bay garage starting May 27th. With more hourly positions to fill, Priest will continue efforts to find candidates possessing the desired background and experience he needs.

Suttons Bay Downtown District Authority:

Bowen recently learned the Village of Suttons Bay is in the process of creating a DDA, which is a separate taxing unit. Once created, the DDA would capture and retain any increase in tax value on property within the District and excluded any increases from the road millage calculation. As part of the process, Bowen learned that units of government within the county have 60 days following a public hearing to elect to opt out prior to the Village of Suttons Bay approving the DDA. Bowen reported speaking to Leelanau County Administrator Janik and learned the County is considering opting out by adopting a resolution, which Janik is working on. As such, Bowen suggested the Road Commission should consider adopting a similar resolution. As the establishment of the DDA could have a detrimental impact on our millage for many years to come, Bowen directed Nedow to contact other road commissions having a millage to gather more information about the possible effect. Nedow was also requested to contact the County Administrator's office to obtain a copy of the proposed resolution as soon as it becomes available.

Change in CDL physical examination requirement:

Effective May 21, 2014, the Federal Transportation Law now requires any CDL medical examination must be conducted by a medical examiner listed on the National Registry of Certified Medical Examiners. The law also requires the employing carrier, including the Road Commission, must verify and document that the medical examiner's certificate has been issued by a medical examiner listed on the registry, with a note related to the verification maintained in the driver's qualification file. If the examination has not been performed by a medical examiner so certified, then the certificate is not valid and the driver must not be allowed to operate a commercial motor vehicle. Medical examinations and certifications performed before May 21, 2014 will remain valid until the expiration date, or until the driver experiences a disqualifying event. Staff will be providing a memo with a listing of certified area physicians which will be posted and distributed with the next payroll checks.

Public Comment: None.

Commissioner comments: Noonan asked about touring South Manitou Island roads in June. Bowen stated he would prefer to wait until August when the water will be warmer. Bowen reported there may be a special meeting called next week to discuss labor negotiation strategy with the Road Commission's corporate counsel. Once a date has been finalized, the meeting will be scheduled.

With no more business to conduct, Bowen adjourned the meeting at 2:37 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By Lee A. Bowen
Lee A. Bowen, Chair

By Glen Noonan
Glen Noonan, Member

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

May 28, 2014

A **special** meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Lee A. Bowen at 3:55 p.m. on May 28, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Lee A. Bowen, Vice-chair John Popa, Member Glen Noonan, Engineer-Manager James Johnson, Superintendent Dave Priest and Finance Manager-Secretary to the Board Joel Nedow. Also present: Tom Derderian of Michael Kluck and Associates.

Bowen announced the purpose of the special meeting is to discuss contract negotiation strategy with the Road Commission's legal counsel.

Motion by Noonan, supported by Popa, to enter into closed session for the purpose of discussing negotiating strategy with the Road Commission's legal counsel.

Roll call vote: Popa-aye; Noonan-aye and Bowen-aye. Nays: None. - Motion approved.

The Board then closed the meeting at 3:57 p.m.

At 5:15 p.m. the closed meeting was adjourned and Bowen reconvened the regular meeting of the Board of County Road Commissioners of Leelanau County.

Bowen summarized the closed session stating a productive discussion was held with the Road Commission labor attorney, Tom Derderian, relative to the forthcoming bargaining session with the union.

Public Comment - None

Commissioner comments: none.

With no further business to discuss, Bowen adjourned the meeting at 5:16 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY:

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

By Lee A. Bowen
Lee A. Bowen, Chair

By John Popa
John Popa, Vice-chair

By Glen Noonan
Glen Noonan, Member

June 3, 2014

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chair Lee A. Bowen at 1:00 p.m. on June 3, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Lee A. Bowen, Vice-chair John Popa, Member Glen Noonan, Engineer-Manager James Johnson, Superintendent Dave Priest, Maple City Foreman Bruce Clark, and Finance Manager/Secretary to the Board Joe Nedow. One guest was present.

Vouchers 37118 thru 37149 in the amount of \$75,242.63 were approved for payment.

Minutes from the May 20, 2014 regular session and May 28 special meeting minutes were approved.

Agenda: Popa asked to add the following items as unfinished business: Status of Leelanau Area Public Works Mutual Aid Agreement; follow up letter summarizing meeting with Bradley Saxton, Priest, Leelanau County Drain Commissioner Steve Christensen on how best to control water runoff from Saxton's neighbor's driveway; letter from Grand Traverse Diesel Service guaranteeing price on Western Star cab and chassis trucks until the end of this year; deeds for Kelch Road turnaround.

Public Comment: None.

Correspondence:

-Letter dated May 23, 2014 from Sleeping Bear Dunes National Lakeshore Superintendent Dusty Schultz asking the Road Commission for feedback on three proposed options for developing a trail system (Kettles Trail) in the Bowe Lake area of the National Lakeshore. When Shultz introduced this concept via a letter dated April 2013, Johnson had responded on behalf of the Board with the following comments:

-Keep the area as undeveloped and natural as possible with low-impact usage.

-Make certain the NPS's planning staff understood that access to this area is currently via Lanham Road which is a seasonal road not kept open by the Road Commission from November to April. Improvements to Lanham Road may be necessary to accommodate the anticipated increase in traffic requiring the road to be upgraded including building a turnaround area for snowplow trucks with funds provided by the National Park Service.

Johnson had done some further investigation by viewing the NPS Planning, Environment, and Public Comment website and learned the proposed parking area is proposed to be built off Baatz Road/Fritz Road. In addition to reiterating the Board's comments from the first letter, Johnson recommended requiring the driveway leading to the proposed parking area be built to commercial standards (paved entrance with curbs), and be located in a spot that meets our minimum site distance requirements. After further discussion, the Board agreed with Johnson's recommendation and directed him to respond on behalf of the Board.

Paving bids:

At 1:05 pm, bids for this year's paving projects were opened and read. The results are as follows:

Vendor:	<u>Elmers</u>	<u>Rieth-Riley</u>	<u>ATP Precision</u>
Project 1-CR 616 (Welch Road)	\$148,660.00	\$163,135.50	\$146,367.50
Project 2-Kolarik Road	\$92,160.00	\$101,520.00	\$96,480.00
Project 3-Shady Lane	\$74,025.00	\$84,306.25	\$74,318.75
Project 4-Narlock Road	\$66,300.00	\$73,644.00	\$68,340.00
Project 5-Townline and Gatzke Roads	\$42,900.00	\$50,853.00	\$41,250.00
Project 6-Bodus Road	\$82,792.50	\$89,453.25	\$77,812.50
Project 7-Stormer Road	\$87,100.00	\$93,867.00	\$83,080.00
Project 8-Sugarloaf Mt. Road	\$40,610.00	\$50,375.00	\$39,525.00
Project 9-Eitzen Road	\$64,190.00	\$71,393.00	\$62,475.00
Project 10-Kabat Road	\$54,400.00	\$61,040.00	\$51,000.00

Rieth Riley: offered to deduct \$6.25 per ton if CATC/CALC mixes are replaced with 4E1 mix.

Popa asked Johnson if the mixes proposed by Rieth Riley could be used on wedging or leveling courses which would be capped with a higher quality CATC mixture. Bowen asked if the mixtures specified have a wide tolerance, allowing vendors using a cheaper mix that still meets our minimum specifications. Johnson stated he is unfamiliar with the alternative blend offered by Rieth-Riley and cannot offer an opinion until he does his due diligence. Also, the specifications he provided are designed to preclude using recycled material and have relatively tight tolerances.

Motion by Noonan, supported by Popa, directing staff to review all bids to ensure all specifications and requirements have been met, and to award bid(s) that would be in the best interests of the Leelanau County Road Commission.

Ayes: Bowen, Popa and Noonan. Nays: None. – Motion approved.

Staff reports:

Johnson:

-Certification: Management Soil erosion: as an authorized public agency able to self-police itself, the Road Commission is now represented by Clark and Johnson, as Clark recently passed his qualification testing, which is good for the next five years.

-Frederickson Road project: Johnson expects to have a contract with MDOT for the Board next meeting. The reimbursement process is different as funds are paid before construction begins. Bids are anticipated to be opened around August 1, 2014.

-New bituminous distributor tank has arrived. Etnyre will be providing training soon on how to operate the equipment before the seal coat operation begins later this month.

-Status: Road projects: Soil borings for Fredrickson and Welch Road are scheduled for next week. Johnson reported problems securing right of way for the McKeese/Stallman Road BIA project but efforts to resolve the matter are continuing.

-Union contract negotiations: a tentative agreement has been reached with the union negotiating team. Union membership must next ratify the agreement before it would return to the Road Commission Board for ratification.

Priest:

-Crews have also been busy with cutting trees along M-22, pothole patching and crack sealing. Priest is in the process of putting together a crew to work overtime on Fridays this summer to complete the numerous jobs which need to get done this summer.

Suttons Bay Downtown District Authority:

Bowen learned the County's corporate counsel recently provided a legal opinion whereby any resolution adopted by the County Board of Commissioners opting out of the Village of Suttons Bay DDA would also extend to the Road Commission millage. Despite this, Bowen suggested writing a letter to the County Board of Commissioner asking them to include the Road Commission millage in their opt-out resolution as doing so would reaffirm the Road Commission's independence despite the County's role/authority in the millage process.

Motion by Popa, supported by Noonan, requesting the Leelanau County Board of Commissioners include the Road Commission millage (county-wide road millage) in their resolution excluding County millage proposals from the Suttons Bay Village Downtown Development Authority (DDA).

Ayes: Bowen, Popa and Noonan. Nays: None. – Motion is approved.

Proposed adopt-a-highway program: Despite Bowen's claim that staff is too busy to administer a county-road program Popa offered his services to help launch a program and voiced his opinion that any incremental costs to run it would be minimal. Bowen also noted the Road Commission would be required to take responsibility for any resulting signage which would require significant staff involvement. Both Bowen and Popa agreed they would not support additional advertising signage along county roads associated with this type of program.

Status of Leelanau Area Public Works Mutual Aid agreement: No progress, as County Prosecutor Hubbell has been unavailable. When Johnson commented that he did not see any great advantage to the Road Commission in signing this agreement, Bowen disagreed, stating the Board would keep an open mind unless Johnson could identify any financial disadvantages.

Follow up letter summarizing meeting with Bradley Saxton, Priest, Leelanau County Drain Commissioner Steve Christensen on how best to control water runoff from Saxton's neighbor's driveway:

Priest reported Leelanau County Dain Commissioner Christensen informed him he will be meeting with Saxton to discuss how to resolve the problem. Based on his preliminary observations, Priest feels the problem does not impact our road as most of the runoff originates off the right of way.

Letter from Grand Traverse Diesel Service extending this year's Western Star cab and chassis price until year end:

Despite Popa's insistence such a letter be obtained from the vendor, Bowen stated he does not feel such a letter is needed as it would convey to other bidders a price they have to beat.

Kelch Road turnaround deeds: Johnson is aware that new deeds need to be obtained and recorded, but this has been a low priority issue due to his present work load. Popa stated his viewpoint that as Kelch Road is a gravel, seasonal road which we upgraded to allow winter snowplowing several year ago, any request to pave it should be absorbed 100% by the requesting entity and not on a 50/50 cost share basis. Bowen and Noonan disagreed, citing the Road Commission's past practice of requiring a 50% cost participation whenever a township request a gravel road be paved.

2014-15 CRASIF Board of Trustees election: With five candidates listed on the ballot for three vacant positions, Nedow and Johnson recommended voting for the three incumbent Board members.

Motion by Popa, supported by Noonan, directing Nedow to vote for the three incumbent members listed on the 2014-15 CRASIF Board of Trustees ballot.

Ayes: Bowen, Popa and Noonan. Nays: None. – Motion is approved.

2014 financial audit proposals: Nedow received two proposals, one from Rehmann and the other from Anderson Tackman & Company. As the ATC bid was significantly lower, Nedow recommended accepting their bid.

Motion by Popa, supported by Noonan, awarding the 2014 Road Commission financial audit bid of \$6,960.00 to Anderson, Tackman and Company.

Ayes: Bowen, Popa and Noonan. Nays: none. – Motion approved.

Resolution 14-02: annual MDOT reimbursement request for having a licensed engineer on staff:

Motion by Popa, supported by Noonan, to adopt Resolution 14-02 which reads as follows:

"We, the Board of County Road Commissioners of Leelanau County, do hereby request reimbursement in the amount of \$10,000 for payments made during the period of July 1, 2013 through June 30, 2014 to licensed professional engineers employed or retained by this Commission, in accordance with the following: Sec. 12(2) of Act 51, as amended. "Each county road commission shall be reimbursed in an amount up to \$10,000 per year for the sum paid to a licensed professional engineer employed or retained by the county road commission in the previous year.

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

Roll call vote: Popa-aye; Noonan-aye; Bowen-aye. Nays: None. Resolution is hereby adopted.

Public Comment: None.

Commissioner comments: None.

With no more business to conduct, Bowen adjourned the meeting at 2:37 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By Lee A. Bowen
Lee A. Bowen, Chair

By John Popa
John Popa, Vice-chair

By Glen Noonan
Glen Noonan, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chair Lee A. Bowen at 1:00 p.m. on June 17, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Lee A. Bowen, Vice-chair John Popa, Member Glen Noonan, Engineer-Manager James Johnson, Maple City Foreman Bruce Clark, and Finance Manager/Secretary to the Board Joe Nedow. One guest was present.

Vouchers 37150 thru 37196 in the amount of \$155,631.63 were approved for payment.

Minutes from the June 3, 2014 regular session were approved.

Agenda: Popa asked to include his suggestion of asking the Leelanau County Board of Commissioners for funds to help pay for the new above ground fuel tanks at the Suttons Bay garage.

Public Comment: None.

Correspondence: None.

Staff reports:

Johnson: provided an update on pending projects.

Clark:

-provided a report on the crack sealing operations, tree removal at Old Settler's Park, and brining gravel roads. Clark also mentioned, with Johnson's concurrence, they will be looking at one or two four-ton patch wagons to replace the existing units which have rusted out.

Nedow: reviewed informative newspaper ads which will be run in the Leelanau Enterprise this July in advance of the August 5th election.

Status of Leelanau Area Public Works Mutual Aid agreement: No progress, as County Prosecutor Hubbell still needs to review the document.

Kelch Road paving: To date, no formal request has been received from Leelanau Township.

Little Traverse Lake water flow: Engineer report will be presented to the Little Traverse Lake Property Owners Association in July.

Asphalt paving bid awards: Johnson presented a spreadsheet listing this summer's seal primary and local road projects (approximately 40 miles are planned). For paving projects, Elmers submitted the lowest bids for Kolarik Road, Narlock Road and Shady Lane, while ATP Precision submitted the lowest bids for CR-616 Welch Road, Gatzke Road, Stormer Road, Bodus Road, Sugarloaf Mountain Road, Eitzen Road and Kabat Road. Johnson stated he spoke to Al Lehman of ATP Precision who assured him ATP Precision has the necessary equipment and manpower to do quality work. Also, Johnson pointed out several roads listed as being wedged will be seal coated also this summer.

2014-15 MCRC SIP Board of Directors' election: Two separate ballot request have been received; one position to fill for the Board of Directors-At Large Representative; and two positions to fill for the Board of Directors-Northern Representative.

Motion by Noonan, supported by Popa, directing staff to vote for Nick Matiash-Mason County on the MCRC SIP Board of Directors' - At Large Representative ballot.

Ayes: Bowen, Popa and Noonan. Nays: None. - Motion is approved.

Motion by Popa, supported by Noonan, directing staff to vote for Alan Cooper-Wexford County and Brian Gutowski-Emmet County on the MCRC SIP Board of Directors' - Northern Representative ballot.

Ayes: Bowen, Popa and Noonan. Nays: None. - Motion is approved.

Adopt Resolution 14-03-approve MDOT contract for Fredrickson Road paving project:

Motion by Noonan, supported by Popa, to adopt Resolution 14-03 which reads as follows:

WHEREAS, the "Project" covers the following improvements, in Leelanau County, Michigan, described as follows:

Resurface Fredrickson Road, from M-72 northerly to M-22; including shoulder work; and all together with necessary related work.

WHEREAS, the project will use Road and Risk Reserve (RRR) Funds identified as contract No. 2014-0776, and

WHEREAS, the Michigan Department of Transportation and the Board of County Road Commissioners of the County of Leelanau, Michigan have reached an understanding with each other regarding the performance of the project work and have set forth this understanding in the form of a written contract,

NOW, THEREFORE BE IT RESOLVED, that the Board of County Road Commissioners of Leelanau County enters into an agreement with MDOT for the purpose of fixing the rights and obligations of the parties to undertake and complete the Project and that Chairman Lee A. Bowen authorized to sign the contract.

Ayes: Chairman Lee A. Bowen, Vice-chairman John Popa, and Member Glen Noonan. Nays: None. - Resolution is hereby adopted.

Popa: request funding from Leelanau County Board of Commissioners: Popa expressed interest in asking the County Board of Commissioners for funds to pay for the new above-ground fuel facility at the Suttons Bay garage. In addition, he also suggested asking for a reoccurring line item for road projects in the County's annual budgeting process. No action was taken as Noonan and Bowen did not support Popa's suggestions.

Public Comment: None.

Commissioner comments: Popa thanked Johnson for getting the spring highway painting done.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By Lee A. Bowen
Lee A. Bowen, Chair

By John Popa
John Popa, Vice-chair

By Glen Noonan
Glen Noonan, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chair Lee A. Bowen at 1:00 p.m. on July 1, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Lee A. Bowen, Vice-chair John Popa, Member Glen Noonan, Engineer-Manager James Johnson, Superintendent Dave Priest, Maple City Foreman Bruce Clark, and Finance Manager/Secretary to the Board Joe Nedow. No guests were present.

Vouchers 37198 thru 37227 in the amount of \$78,086.79 were approved for payment.

Minutes from the June 17, 2014 regular session were approved.

Agenda: Approved as written.

Public Comment: None.

Correspondence: None.

Staff reports:

Heard brief reports from Johnson, Priest, Clark and Nedow updating the Board on various tasks and projects.

Approve new labor agreement:

Teamsters Local 214: Johnson reported the union membership approved the tentative agreement agreed upon by the negotiating teams. The new three year agreement, drafted by the Road Commission's legal counsel (Tom Derderian of Michael Kluck and Associates) includes the following highlights:

-Two rates: Equipment operator (\$17.70 per hour) and Mechanic (\$18.08 per hour). Employees assigned as crew leaders will receive \$1.50 per hour above their regular pay. Employees assigned to work on specific pieces of equipment for more than two hours per shift will be paid twenty-five cents per hour premium for the entire shift. Night shift and garage premium will remain unchanged.

-The twelve annual sick days will be replaced by 40 hours personal time. The sick banks prior to July 1st will be frozen and made available for sick leave. In its place, the Road Commission will provide short term disability coverage which can be used (up to one year) after existing sick banks and all available paid time off have been exhausted.

-Pension: employees hired after July 1, 2014 will be covered by a MMERS Defined Contribution Plan whereby the employee will contribute 4.0% of their gross pay which will be matched by the Road Commission. Employees hired before this date will continue their participation under the MMERS Defined Benefit Plan.

Motion by Noonan, supported by Bowen authorizing the Board to sign a new three-year collective bargaining agreement between the Road Commission and Teamsters Local 214 which will expire on June 30, 2017. Discussion: Popa stated he supports the terms reached in the agreement. However, as he and staff did not receive copies of the new agreement prior to the meeting to review and discuss, he objects to approving it "sight unseen". Bowen stated the terms reached in the agreement are the same as what was discussed during the May 28th special meeting with our legal counsel, nothing new is being introduced which requires Board discussion. As the union membership already voted to approve the agreement, changing anything would require renewed negotiations.

Vote: Ayes: Bowen, Popa and Noonan. Nays: None. – Motion is approved.

Open MMERS Defined Contribution Pension Plan:

Motion by Noonan, supported by Popa, that in accordance with a new union contract approved July 1, 2014 between the Leelanau County Road Commission and Teamsters Local 214, the Board agrees to close the existing MMERS Defined Benefit Plan to new hires and hereby opens a MMERS Defined Contribution Plan effective July 1, 2014. New employees will be required to contribute 4.0% of their gross pay into the new plan which will be matched (4.0%) by the Road Commission as agreed upon in Article 28 of the new contract. Further, the Board hereby adopts the MMERS "Resolution Adopting the MERS Defined Contribution Plan" and authorizes the Chairman to sign the "MERS Defined Contribution Plan Adoption Agreement".

Ayes: Bowen, Popa and Noonan. Nays: None. – Motion is approved.

Public Comment: None.

Commissioner comments: Popa suggested soliciting new cab and chassis bids later this fall to take advantage of the price offered by Grand Traverse Diesel Service earlier this spring.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By Lee A. Bowen
Lee A. Bowen, Chair

By John Popa
John Popa, Vice-chair

By Glen Noonan
Glen Noonan, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chair Lee A. Bowen at 1:00 p.m. on July 15, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Lee A. Bowen, Vice-chair John Popa, Member Glen Noonan, Engineer-Manager James Johnson, Superintendent Dave Priest, Maple City Foreman Bruce Clark, and Finance Manager/Secretary to the Board Joe Nedow. One guest was present.

Vouchers 37228 thru 37276 in the amount of \$129,620.29 were approved for payment.

Minutes from the July 1, 2014 regular session were approved.

Agenda: Bowen requested the following topics be added: Little Traverse Lake water level report; embankment on CR-641 north of Bingham Road that is sloughing downhill; request to place bench at Inspiration Point lookout; request to remove trees along M-22 in Leland, and County Board's discussion regarding how PILT funds are allocated to various county governmental agencies.

Public Comment: None.

Correspondence: None.

Open/read bids for installing above-ground fuel tanks/remove old buried fuel tanks at Suttons Bay garage:

Two bids were received, R. W. Mercer - \$156,995.00 and Oscar Larson - \$195,051.00. Motion by Noonan, supported by Popa, directing staff to review both bids to ensure all specifications and requirements have been met and to award the bid that would be in the best interests of the Leelanau County Road Commission.

Discussion: Popa stated he would prefer to wait until the next meeting to award a bid pending staff review. However, Nedow suggested not delaying the award as the lead time for the new tank is eight to ten weeks. Nedow also stated the impact on operations should be minimal as the new facility will be built and made operational before removing the old tanks.

Vote: Ayes - Bowen, Popa and Noonan. Nays: None. - Motion is approved.

Staff reports:

Johnson:

Little Traverse Lake water flow engineering report: Johnson is planning on attending a meeting on July 24th at the Cleveland Township Hall when the LTLPOA's consulting engineer will present their report to the Association members. Further discussion ensued regarding the Road Commission's financial participation should Johnson be questioned during the meeting. In the end, the Board expressed interest in participating financially in implementing a solution but only to a limited extent.

-Narlock, Shady Lane, Gatzke/Townline and Kolarik Roads have been wedged and Johnson expects Eitzen Road Road to be paved next week.

Embankment on CR-641 (north of Bingham Road) that is sloughing downhill: Priest noted seeing significant water seepage coming out of the hillside which is a contributing factor. Popa will be contacting the adjacent property owners to gain their permission to work outside the road right of way to fix this problem. Work is scheduled for September.

Priest:

-Priest reported experiencing problems with pieces of welding wire clogging the shut-off valves of the new emulsion distributor. In addition, wet weather is also impacting our ability to seal coat. Crews are also busy backing up road shoulders on recent paving jobs.

Clark:

-Crack sealing is done on primary roads and his crew will be moving on to Valley Road this coming Friday.

Nedow:

-Nedow presented a spreadsheet detailing the financial impact of closing the defined benefit pension plan. Closing the plan resulted in changes how MERS bills us each month from a percentage to a flat rate. Based on the December 31, 2013 MERS pension plan actuarial report, Nedow recommends submitting the larger monthly payment shown in this report which that is based on a ten year plan to reach 100% funding. While these monthly payments are less than what we have been voluntarily contributing historically, Nedow also suggested making additional one-time payments at the end of each year if funds are available.

Request to place bench at Inspiration Point Park: Bowen reported he recently receiving this and offered to look into the request. Subsequent investigation determined the bench already there was erected by the family of the person who donated the park to the Road Commission. After discussion, the Board denied the request citing they did not wish to set a precedent and desire to keep the area natural without additional structures.

Bowen also discussed two other requests he received; address water runoff problem at the CR-616/CR-675 intersection and cut two trees on M-22 in the south end of the Village of Leland. As the trees are on M-22, Priest referred the matter to MDOT. He also mentioned the County Board of Commissioners will be meeting late that day to discuss how PILT funds received from the National Park Service will be distributed within the county.

Public Comment: None.

Commissioner comments: Popa stated several years prior, the County Road Association of Michigan distributed a "good practice" recommendation suggesting Road Commissioners should get in the habit of attending various township board meetings to promote better cooperation and communication. As such, he feels the Road Commission would benefit from pursuing this endeavor.

With no more business to conduct, Bowen adjourned the meeting at 2:42 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By Lee A. Bowen
Lee A. Bowen, Chair

By John Popa
John Popa, Vice-chair

By Glen Noonan
Glen Noonan, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chair Lee A. Bowen at 1:00 p.m. on August 5, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Lee A. Bowen, Vice-chair John Popa, Member Glen Noonan, Engineer-Manager James Johnson, Superintendent Dave Priest, Maple City Foreman Bruce Clark, and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Vouchers 37277 thru 37310 in the amount of \$434,935.54 were approved for payment.

Minutes from the July 15, 2014 regular session were approved.

Agenda: Popa: under "New Business" add MCRSIP/CRASIF meeting report.

Public Comment: None.

Correspondence: None.

Open/read bids for Fredrickson Road paving and Mebert Creek culverts/paving projects:

Project:	Elmers'	Rieth-Riley	ATP Precision
Fredrickson Road:	\$347,047.50	\$363,587.50	\$337,962.40
Mebert Creek:	\$370,205.50	\$355,707.00	

Motion by Popa, supported by Noonan, directing staff to review all bids to ensure all specifications and requirements have been met and to award bids that would be in the best interests of the Leelanau County Road Commission.

Ayes: Bowen, Popa and Noonan. Nays: None – Motion is approved.

Staff reports:

Johnson:

Little Traverse Lake water flow engineering report: Johnson had attended the July 24th meeting at the Cleveland Township Hall when the LTLPOA's consulting engineer presented their report to the Association members. Until the LTLPOA membership determines how they want to address the problem, no action by the Road Commission is required at this time.

Paving projects: Eitzen Road and Bodus Road have been paved and both segments of the CR-633 Federal aid project have been paved with shoulder restoration work in process.

Creating Fleet Manager position: Johnson recommended creating the salary position of Fleet Manager to oversee fleet operations which would report directly to the Superintendent. Johnson and Priest developed a job description which includes supervising the mechanics at both garages; oversee tool purchasing and inventory; consolidate ordering parts; improve shop performance and efficiency; reduce unnecessary inventory; supervise building maintenance and grounds; track and maintain MSDS; assist with safety training, and assist the Superintendent as needed to patrol roads for weekend snowplowing.

As such, the position would also be authorized to take a road commission truck home at night. While Popa did not object to creating the position, he reiterated his belief that proceeding with a new position would be contradictory and cited last summer when the decision was made not to hire a new separate Manager.

Motion by Noonan, supported by Popa, creating the salary-exempt position of Fleet Manager as presented by the Engineer-Manager. This position would report directly to the Superintendent and would be entitled to take a company vehicle home at night.

Ayes: Bowen, Popa and Noonan. Nays: None – Motion is approved.

Fill Fleet Manager position: Johnson and Priest recommended hiring Dustin Albrecht, a mechanic at the Suttons Bay garage as Fleet Manager effective August 11, 2014 with an annual salary of \$45,000.00 along with two weeks of vacation time. Both expressed their opinion that Albrecht possesses the experience and technical background needed to accomplish the various duties outlined in the job description.

Motion by Popa, supported by Noonan, to offer the position of Fleet Manager to Dustin Albrecht, with a starting salary of \$45,000.00 and two weeks paid vacation (future vacation based upon terms of union agreement between the Road Commission and Teamsters Local #214 as signed July 1, 2014). If accepted, these terms would be effective starting August 11, 2014.

Discussion: when questioned by Popa and Noonan, Johnson stated the starting salary is approximately \$7,000.00 higher than what Albrecht made (excluding overtime) as a mechanic and the possible improvements to operations would essentially lead to an overall cost savings. As there is nothing in the union agreement prohibiting a salary employee from working on equipment when needed, Albrecht would have the ability to train other mechanics as well as work on equipment requiring specialized knowledge.

Ayes: Bowen, Popa and Noonan. Nays: None – Motion is approved.

Priest:

-Priest reported he expects to complete this summer's seal coat list within two to three weeks despite experiencing continual problems with the new emulsion distributor.

-New hourly employee David Ullom started at the Suttons Bay garage this week, and Priest also announced a second new employee is scheduled to start at the Maple City garage next week to replace an employee who departed this past spring.

Clark:

-Informed the Board Maple City employee James Boomer tendered his resignation effective August 15, 2014. Priest and Clark will continue efforts to find a replacement with a candidate having the desired qualifications.

Nedow:

-The vendor who is replacing the Suttons Bay fuel tanks has filed the required 30 day notice with the State of Michigan and the new tanks have been ordered.

-Nedow also requested the Board approve a motion authorizing the implementation for the salaried administrative staff the same Paid Time Off and Sick and/or Accident benefits outlined in the union agreement between the Leelanau County Road Commission and Teamsters Local #214 ratified July 1, 2014.

Motion by Popa, supported by Bowen, granting administrative salaried employees the same Paid Time Off and Sick and/or Accident benefits outlined in the agreement dated July 1, 2014 between the Leelanau County Road Commission and Teamsters #214 effective the same date.

Ayes: Bowen, Popa and Noonan. Nays: None – Motion is approved.

Request to adjust 2014 budget: Nedow presented a list of budget adjustment that is based on year to date financial data through June 30, 2014.

Motion by Noonan, supported by Popa, adjusting the 2014 Revenues and Expenditures budget as follows:

Revenues: Federal Grants Receivable: decrease by \$164,700.00; State-Miscellaneous: increase \$521,766.00; State-Audit: increase \$28,002.00; State-TWA: increase \$1,110.00; Gain on Disposal of Equipment: decrease \$12,500.00; and Township Contributions: decrease \$50,000.00.

Expenditures: Heavy Maintenance-Local: increase \$370,000.00; State-TWA: increase \$1,110.00; and Equipment Expense-Net: increase \$350,000.00.

Ayes: Bowen, Popa and Noonan. Nays: None – Motion is approved.

Appoint voting delegate and alternate delegate for NMARC annual meeting: Motion by Noonan, supported by Popa, appointing John Popa as voting delegate, and Joe Nedow as alternate voting delegate, to represent the Road Commission at the Northern Michigan Association of Road Commission's annual meeting scheduled for September 5th at Shanty Creek Bellaire.

Ayes: Bowen, Popa and Noonan. Nays: None – Motion is approved.

Report: Joint CRASIF/MCRCSIP Conference July 23-24th in Mt. Pleasant: Popa, who attended the conference, accepted a CRASIF Workers' Compensation Program award on behalf of the Road Commission for achieving the lowest experience modification factor in its payroll classification in coverage for the year 2013-14. He also relayed various safety related practices and recommendations from both entities.

Public Comment: None.

Commissioner comments: None.

With no more business to conduct, Bowen adjourned the meeting at 2:40 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By Lee A. Bowen
Lee A. Bowen, Chair

By John Popa
John Popa, Vice-chair

By Glen Noonan
Glen Noonan, Member

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

SOUTH MANITOU ROAD INSPECTION

August 6, 2014

An inspection of Leelanau County Road Commission roads on South Manitou Island trip was made on Wednesday August 6, 2014.

Roads driven were:

- Burdick Road
- Ohio Road
- Shefler Road
- Chicago Road

The roads were found to be in good condition with no noticeable potholing, soft spots or depressions.

Lee A. Bowen – Chairman

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chair Lee A. Bowen at 1:00 p.m. on August 19, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Lee A. Bowen, Vice-chair John Popa, Member Glen Noonan, Engineer-Manager James Johnson and Finance Manager/Secretary to the Board Joe Nedow. One guest was present.

Vouchers 37311 thru 37363 in the amount of \$378,792.94 were approved for payment.

Minutes from the August 5, 2014 regular session and August 6, 2014 South Manitou Island road inspection tour were approved.

Agenda: Approved as written.

Public Comment: None.

Correspondence:

-Letter dated August 9, 2014 from Mrs. Terry Witt thanking the Road Commission for keeping the Suttons Bay facility grounds clean. Staff will be sending a brief note to Mrs. Witt acknowledging receipt of her letter.

-Letter dated August 1, 2014 from Sleeping Bear Dunes National Lakeshore Superintendent Dusty Schultz inviting the Road Commission to comment on a proposed "Bay to Bay Trail" which would parallel the Lake Michigan shoreline within the Wilderness designated area, making use of active beach areas or existing disturbed areas and corridors. As no mention was made about any of our road right of way at this time, no action was deemed required.

-Letter dated August 8, 2014 from CRAM asking the Road Commission to adopt a resolution of support forfeiting all or part of its future federal aid obligation authority in the 2015 fiscal year so that those road agencies who lost their federal aid balances at the end of the 2013 fiscal year will be made whole with regards to "owing back" federal aid deficit fund balances.

In this letter, CRAM stated last November, MDOT had announced they were zeroing out all fund balances on federal aid obligation authority for Michigan's county road agencies at the end of the fiscal year 2013. As a result, many county road agencies were caught by surprise due to incomplete communications, and many had substantial fund balances, both positive and negative totaling a negative \$12.1 million owed back to county road agencies. After several work group meetings between various road agencies and MDOT, MDOT offered to advance \$7.5 million in new MDOT obligation authority to correct the shortfall, with the remaining \$4.6 million fund balance owed for FY 2013 coming from road agencies overspent at the end of that year by taking funds from their FY 2015 obligation authority. As such, CRAM is requesting we give up \$8,811.02 of obligation authority in FY 2015 that begins this October. As the amount of federal funds is minimal, Johnson recommended adopting the resolution as presented.

Motion by Noonan, supported by Popa, to adopt CRAM's resolution in support of restoring fiscal year 2013 fund balances statewide which reads as follows: "The Leelanau County Road Commission agrees to forfeit all or part of its future federal aid obligation authority in the 2015 fiscal year so that all road agencies will be made whole with regard to the FY 2013 federal obligation authority thereby mitigating the effects of the FY 2014 zero balance, and in keeping with Rural Task Force guidelines. Discussion: Popa: as this request is coming from CRAM and the amount of federal funds forgone is minimal, he supports Johnson's recommendation provided the following changes are made to the resolution: deleting "all or part of its future" and replacing it with the exact amount (\$8,811.02); and include "STP funds" as to identify the specific federal obligation authority. Bowen: acknowledged the amount is minimal, but he would prefer to do nothing as it is his belief MDOT will do it anyway with or without our support. He acknowledged Johnson's statement that the entire federal aid process on the state level needs to be revamped and CRAM's efforts should be re-directed to lobby for a solution. With no further discussion, Noonan asked that the question be called. Vote: Ayes: Noonan and Popa. Nays: Bowen. - Motion is approved.

Staff reports:

Johnson:

Patch wagon replacement: Based upon Priest's recommendation, a new four-ton Falcon patch wagon will be purchased soon to replace the rusted-out unit at the Suttons Bay garage. As there are unallocated funds available in the Capital Acquisition budget, no adjustment is needed to this year's budget.

Summer projects: Seal coat operation has concluded and crews will be starting to work on CR-616/Welch Road in early September. Crews have also been busy cutting trees on Fredrickson Road.

CR-641 "Sideway" project (half mile north of CR-618): To better determine the scope of the work to be done, Johnson will be pursuing a topographical survey of the hillside and road corridor to help identify which course of action to take to remediate the hill slippage and address drainage concerns. As such, Johnson stated his plan to do a temporary fix to make this location safe for winter and then follow up next spring with a permanent solution which will be based upon data provided in the survey.

MDOT Trunkline budget: As there may be additional funds made available by MDOT, Johnson expects to have funds to address one or two problem spots on the state Trunkline routes in the county. The size and scope of the project(s) depends upon what MDOT funds are available after the August Trunkline report has been finalized.

Nedow:

An email from MIDEAL was received announcing that winter salt prices will be significantly higher this coming winter due to last year's severe weather and the vendors not able to rebuild their stockpiles. Based upon this winter's anticipated salt usage, Nedow calculated the additional cost to be over \$44,000.00.

Public Comment: None.

Commissioner comments: None.

With no more business to conduct, Bowen adjourned the meeting at 2:10 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS OF LEELANAU COUNTY

By Lee A. Bowen
Lee A. Bowen, Chair

By John Popa
John Popa, Vice-chair

By Glen Noonan
Glen Noonan, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chair Lee A. Bowen at 1:00 p.m. on September 2, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Lee A. Bowen, Vice-chair John Popa, Member Glen Noonan, Engineer-Manager James Johnson, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joe Nedow. One guest was present.

Vouchers 37364 thru 37391 in the amount of \$462,411.34 were approved for payment.

Minutes from the August 19, 2014 regular session were approved.

Agenda: Approved as written.

Correspondence: A resolution from Mecosta County Road Commission asking the Michigan Governor and state legislators to channel surplus income tax revenues into Michigan roads and to enact a permanent road-funding solution. A copy of this resolution was sent to every Michigan road agency.

Public Comment: Lake Leelanau resident Jim Houdek addressed the Board, providing his opinion that the newly upgraded intersection at CR-633 and Richter Road is too narrow to allow large trucks to safely turn onto Richter Road safely without going into the opposite driving lane. Houdek had already discussed his concerns with Commissioner Popa earlier, who stated he supports Houdek's suggestion to tear out the recently installed curbing and widen the intersection to provide additional room for longer trucks, trucks with trailers/wagons additional room to turn. Houdek also stated other waste haulers who use this intersection to reach the Village of Suttons Bay sewer treatment facility on Richter Road to unload have expressed similar concerns to him. However, they could not attend today's meeting.

Johnson stated the intersection design meets present design standards and when considering the terrain and proximity to a nearby stream, there is limited space to widen this intersection. Popa's suggestion for the Board to inspect the intersection following today's meeting was not supported, and Priest stated he will drive one of the Road Commission's longer plow truck through the intersection to see if we can safely plow snow there this winter. Staff was also directed to review the matter and report back to the Board at a later date.

Staff reports:

Johnson:

Summer paving projects: Sugarloaf Mountain Road has been paved and restoration work completed. Johnson expects this road will be seal coated next summer.

Stormer Road has been wedged and will also be seal coated next summer.

Work is expected to begin on CR-641 culvert replacement at Veronica Valley next week requiring a detour up Maple Valley Road to Otto Road during construction. Staff was directed to contact Leelanau County Emergency Services to coordinate notifying the public and various local agencies of this detour as well as sending a news release to the Leelanau Enterprise.

Johnson also stated he expects to have next year's seal coat road list ready within the next few months.

Popa asked Priest if employees are documenting maintenance activities whenever they work on roads ending at water and whether our records are updated accordingly. While Priest acknowledged sending crews to perform maintenance at various road ends, the record book kept in the front office had not been updated which he pledged to remedy. Popa also urged staff to continue efforts to update our annual heavy truck bid specifications so bids can be solicited before year end.

Nedow:

-Annual safety meeting is scheduled for Friday, November 7, 2014 at the Timberlee Banquet facility.

-Nedow informed the Board that after paying for his summer's seal coat and paving invoices, our cash balance is to the point where timely reimbursement from the Grand Traverse Band and the NRCS will be required in order to pay the contractors on the CR-641 culvert/Maple Valley Road BIA projects.

Cost share agreement with Bingham Township: pave Hendryx Drive: Motion by Noonan, supported by Popa, authorizing the Leelanau County Road Commission to enter into a cost share agreement with Bingham Township to pave Hendryx Drive (from Lee Point Road easterly 937 feet to the end of the county road) with an estimated cost of \$14,000.00. Bingham Township agrees to voluntarily contribute 50% of the estimated cost (\$7,000.00) upon completion of the work, on or around September 30, 2014.

Ayes: Bowen, Popa and Noonan. Nays: None. - Motion is approved.

Public Comment: None.

Commissioner comments: None.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By Lee A. Bowen
Lee A. Bowen, Chair

By John Popa
John Popa, Vice-chair

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

By Glen Noonan * Passed away 9-9-14
Glen Noonan, Member

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chair Lee A. Bowen at 1:00 p.m. on September 16, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Lee A. Bowen, Vice-chair John Popa, Engineer-Manager James Johnson, Superintendent Dave Priest, Maple City Foreman Bruce Clark, and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

The Board and staff observed a brief moment of silence to acknowledge Board member Glen Noonan, who passed away last Tuesday.

Vouchers 37392 thru 37428 in the amount of \$143,246.84 were approved for payment.

Minutes from the September 2, 2014 regular session were approved.

Agenda: Approved as written.

Correspondence: None.

Public Comment: Heard request from Lee Point Road resident Cheryl Hutchinson who asked the Board to investigate the culvert that runs under Lee Point Road next to her property. During the Friday, September 9th heavy rainfall, the culvert was unable to handle the amount of water draining from the swamp and overflowed submerging the road and significantly eroding her property and beach. While Priest was able to shore up the road shoulder within the road right of way, Hutchinson stated her opinion that the pipe appears to be compromised and should be replaced to prevent future problems. Her comments were confirmed by a neighbor Neil Engelhart, who confirmed the culvert appears to be obstructed. Priest acknowledged the integrity of the pipe is questionable and he will review and address the matter when time permits. Johnson also acknowledged any solution involving reshaping the terrain will require a DEQ permit since replacing the culvert would impact wetlands and beach areas.

Leland Township resident David Shiflett introduced himself to the Board and announced his intent to apply for the vacant Road Commission Board position.

Appointments: Leland Township resident Ron Zaryczny met with the Board to ask them to over-ride Engineer-Manager Johnson's recommendation to install curbs and a paved entrance on his property located on S. Schomberg Road. Zaryczny, who owns Manitou Marine, is planning on erecting an additional pole barn to store boats inside which were previously stored outdoors. In addition, he stated there would be no additional traffic in or out of the property and he is not changing the property's usage as acknowledged by Leland Township. In order to obtain approval for his site plan, Leland Township has required input from other effected agencies like the Road Commission whether the applicant has the approval of each agency before approving the township application. Zaryczny also questioned the size of the driveway throat and location of the curbing and stated he does not believe the new pole barn constitutes a change in business activity or increase in traffic volume. After further discussion, Bowen and Popa stated they support Johnson's recommendation but asked him to explore whether the proposed driveway improvements could be modified in some way to lessen the financial impact to Zaryczny without compromising our commercial driveway standards.

Staff reports:

Johnson:

Summer paving projects: trenching efforts on Fredrickson Road are almost finished and he anticipates the road being paved soon. Upon completion of that project, the crew will be shifting to the Welch Road project. In addition, with the State of Michigan fiscal year coming to an end on September 30th, Johnson will be obtaining quotes to pave three problem spots on M-22 and M-204 before month end using our remaining unused trunkline budgeted funds.

-the road shoulder on CR-641 north of Bingham Road has been excavated, stabilized temporarily and paved so the road can be safely plowed this winter.

-Johnson announced plans to issue a response to the National Park Service invitation to respond to their proposed "Bay to Bay" trail concept that would parallel the Lake Michigan shoreline. He learned Glen Arbor Township will be drafting a letter responding to the National Park Service's invitation to comment on the proposed "Bay to Bay" trail stating Glen Arbor Township does not have, nor should be expected to provide funds to provide infrastructure (parking, restrooms and access) adequate to meet the needs of anticipated visitors. Johnson stated the Road Commission should adopt a similar position.

Priest:

-Last week's heavy rainfall caused widespread damage and erosion on many county gravel roads and road shoulders. While crews have repaired most of the significant damage, other remote locations require attention which will be addressed as time permits.

-Complaint received from Jim Houdek on CR-633/Richter Road intersection: After navigating one of the Road Commission's larger plow trucks thru the intersection following the September 2nd meeting, Priest encountered no difficulties and concluded the intersection does not need to be widened.

-Suttons Bay crew member Guy Hursh recently left our employment. Priest will be seeking an experienced, qualified replacement as soon as possible.

Nedow:

-Group health insurance premium renewal rates for December 1, 2014: Since the recent announcement of a one year extension for those group plans that do not comply with the new APAC guidelines, the two Priority Health group plans may now continue until November 30, 2015. A memorandum has been prepared showing the new rates, monthly employee withholding and monthly HSA employer contribution that will be distributed to the union membership following today's meeting.

Replacement Road Commissioner: Popa announced plans to attend tonight's County Board of Commissioner's meeting to offer his assistance in their efforts to select a candidate to fill Noonan's seat on the Road Commission Board. In addition, he also stated his intent to ask the County Board to increase Road Commissioner's annual salary to \$7,000.00 and eliminate health insurance coverage for Road Commissioners.

Bowen stated he would not attend the meeting as state law assigns the County Board of Commissioners the responsibility of appointing a replacement to the vacancy and he does not want to give the impression of him having any influence in the selection process.

Bowen also cautioned Popa that he had raised this topic of petitioning the County Board to change the Road Commissioner's annual salary from \$2,500.00 with health insurance benefits to \$7,000.00 annually with no health insurance benefits many times in past. Each time, Noonan and Bowen had told Popa they were not interested in his proposal which Bowen re-affirmed. Bowen reminded Popa that without a consensus, he cannot speak for the Road Commission Board and anything he says could be misperceived as a Road Commission viewpoint and not as coming from a private citizen.

-Popa provided a brief report on various topics he attended at the Northern Michigan Association of Road Commission's annual meeting held at Shanty Creek - Bellaire.

Public Comment: David Shiflett expressed his appreciation to the Road Commission for the high level of service provided to county residents this past winter.

Commissioner comments: None.

With no more business to conduct, Bowen adjourned the meeting at 2:33 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By Lee A. Bowen
Lee A. Bowen, Chair

By John Popa
John Popa, Vice-chair

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chair Lee A. Bowen at 1:00 p.m. on October 7, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Lee A. Bowen, Vice-chair John Popa, Engineer-Manager James Johnson, Superintendent Dave Priest, and Finance Manager/Secretary to the Board Joe Nedow. No guests were present.

Vouchers 37429 thru 37451 in the amount of \$137,552.09 were approved for payment.

Minutes from the September 16, 2014 regular session were approved.

Agenda: Approved as written.

Correspondence:

-Letter dated September 16, 2014 from the County Road Association of Michigan asking the Road Commission to vote on proposed changes to the Association's Constitution and Bylaws. Specifically; update the vision and mission of the organization; change "road commission" to "road agency"; update language to gender-neutral; inclusion of the canvassing committee; narrow the scope of the Public Relations Committee; and three changes to the service charges dues (remove 2013 special assessment language; add a 15 percent service charge in FY 2014-15, and increase service charge by 30 percent beginning in FY 2015-16). Nedow stated the proposed increase in dues are to help fund post-employment benefits for several recently retired CRA employees and to provide funds for several new programs.

Motion by Popa, supported by Bowen, directing staff to vote "yes" on the ballot to approve proposed changes to the Association's Constitution and Bylaws including the inclusion of service charges for fiscal years 2014-15 and 2015-16.

Ayes: Bowen and Popa. Nays: None. – Motion is approved.

-Letter dated September 23, 2014 from various Little Traverse Lake residents sent to the National Park Service, Leelanau County Drain Commissioner, Cleveland Township Supervisor and to the Road Commission. Those who signed the letter stated they do not support the actions of Little Traverse Lake Property Owners Association Board (LTLPOA) who they feel are focusing too much time blocking the building of the Heritage Trail along Little Traverse Lake Road instead of focusing on the reoccurring high water levels.

-Letter dated September 30, 2014 from MDOT informing us of the distribution of \$144.5 million of General Fund for the state and local road and bridge program for fiscal year 2015. These funds will be made available to MDOT for distribution along with the regular monthly MTF distribution in four equal quarterly allotments. Leelanau's total allocation is \$250,455.79 with the first \$62,613.95 installment expected around November 5, 2014.

-Email dated September 30, 2014 from Glen Arbor Township residents David and Nancy Tarr, who requested a permanent solution to a reoccurring erosion problem to their driveway which is located near the crest of the hill on Trumbull Road. Tarr reported rains periodically wash away sand and gravel on their shoulders creating deep gullies which undermine the edge of the asphalt and interfere with postal and newspaper deliveries. Tarr suggested paving a portion of the road shoulder susceptible to washing out to permanently alleviate the problem. After further discussion, the Board directed staff to add this location for possible inclusion on next year's paving project list and to communicate this decision to Tarr which Johnson volunteered to write.

Public Comment: None.

Appointments: None.

Staff reports:

Johnson:

Paving projects: Fredrickson Road paving has been completed and crews are working on shoulder restoration in anticipating a ribbon cutting ceremony with State Representative Ray Franz which will occur once the project has been completed.

CR-616 (Welch Road) project is proceeding as crews are busy replacing two culverts, removing poor soil and adding road gravel in preparation for paving which Johnson anticipates to occur around October 20th.

MDOT patch projects (M-204/CR-641 intersection, M-22 shoulder south of Bingham Road; M-22 shoulder at Overby Road; and approach work at M-22 on the end of the Leland bridge) have been completed.

BIA culvert replacement projects at CR-641/Veronica Valley and on Maple Valley Road: the culvert on CR-641 has been replaced and one layer of asphalt has been done with the top course remaining. At Maple Valley Road, the culvert has been replaced. The contractor is currently working on backfilling the culver and paving expected to be done by the end of the month.

Highway painting: list of roads to be painted (this summer's seal coated roads and road projects) is out to the contractor. Popa questioned Johnson if it would be prudent to wait until spring to paint as he feels anything painted now would only be scraped off by our plow trucks. Johnson reminded Popa painting is needed yet this fall as it gets dark outside earlier.

Priest:

-Recently hired Suttons Bay crew member David Ullom resigned on September 25th, and Priest has hired a replacement who he feels has the experience and qualifications he is looking for. While there is a need to hire two additional crew members, Priest will be utilizing seasonal help through the winter months before filling the two vacant full-time positions this coming spring.

-Equipment: the new patch wagon is expected to be delivered later this week and Priest learned that our two cab and chassis trucks should be delivered to Grand Traverse Diesel Service soon. Once the dealer prep has been completed, both trucks will be sent up to Truck-Trailer Specialties of Boyne Falls to be outfitted.

-Provided a brief report summarizing topics covered at the Association of County Road Superintendents of Michigan seminar he and Clark attended last week.

Nedow:

-Delivery of the new above-ground fuel tank has been delayed until October 20th. Nedow was told by the contractor that the new depot should be up and operational in the first week of November and the old tanks removed and the hole fill in and paved over provided no evidence of contamination is found.

-The Road Commission received an adjustment to our Trunkline Capital Equipment Advance of \$42,017.00 which Nedow suggested to be used to replace two of the oldest pickup trucks that are worn out with high miles.

Public Comment: None.

Commissioner comments:

Popa: gave a summary of a presentation on taking advantage of social media which he heard while attending the NMARC meeting at Shanty Creek.

-Offered his thoughts on the Fleet Manager position and how pleased he is with Albrecht's progress. He also suggested Albrecht should attend future Board meetings so that he can keep the Board apprised of his progress.

-Suggested altering future agendas so that "Public Comment" is listed before "Correspondence" as many communication items require additional action and discussion. Bowen agreed.

-Reported he provided the County Board with interview questions (obtained by CRA) which could be used during the interview process for filling Noonan's vacant seat on the Road Commission Board.

Bowen: stated that there appears to be a disconnect with what was discussed at the September 16th Road Commission meeting and what Popa presented to the County Board of Commissioners at their September 16th meeting. The minutes from that County Board of Commissioner's meeting reported Popa had presented the idea of discontinuing health insurance coverage for Road Commissioners Board members and increasing their annual pay erroneously as the position of the Road Commission Board and not as a private citizen. When Popa claimed the County Board minutes were in error, Bowen stated he had already listened to a recording of that meeting to ascertain for himself what was said.

With no more business to conduct, Bowen adjourned the meeting at 2:27 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By Lee A. Bowen
Lee A. Bowen, Chair

By John Popa
John Popa, Vice-chair

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

A special meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chair Lee A. Bowen at 1:00 p.m. on October 14, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Lee A. Bowen, Vice-chair John Popa, Engineer-Manager James Johnson, Superintendent Dave Priest, Maple City Foreman Bruce Clark, and Finance Manager/Secretary to the Board Joe Nedow. The following guests were also present:

Tim Stein – Cleveland Township Supervisor; Lou Gurthet, President and Jerry Leanderson, member, Little Traverse Lake Property Owners Association; Carolyn Rentenbach – Leelanau County Board of Commissioner District #6; Chief Ranger Phil Akers and Chief of Natural Resources Kevin Skerl of the Sleeping Bear Dunes National Lakeshore; Steve Christensen – Leelanau County Drain Commissioner; Mike Borkovich – Leelanau County Sheriff; Chet Janik – Leelanau County Administrator; Tom Skowronski – Leelanau County – Emergency Management Director; Dan Petroskey – Cedar Fire Chief, and Doug Coates – Managing Partner, Gosling Czubak Engineering Services, consultant for LTPOA.

Bowen thanked those in attendance and announced the purpose of the meeting: consider need for emergency action to address high water level on Little Traverse Lake at the request of Cleveland Township in conjunction with the Little Traverse Lake Property Owners Association (LTLPOA).

Cleveland Township Supervisor Tim Stein opened by stating the high water level on Little Traverse Lake is becoming a major concern. Unusual heavy fall rains have worsened the high water level on the lake, and the flooding has already entered basements and crawl spaces, contaminated shallow wells and inundated septic systems. Stein stated unless drastic action is taken soon, the high water will escalate the problem into a public health hazard. As such, he is contemplating asking his Board to adopt a resolution petitioning the County Board Chairman to declare a State of Emergency so the Road Commission can obtain DEQ approval to dig up the culvert from under Traverse Lake Road. Stein pointed out the July 2014 Gosling Czubak engineering report identified this culvert, which he feels is undersized, is a constriction point and is in part, impeding the lake's ability to drain properly. In addition, the report also recommends removing the downstream beaver dam constrictions. Stein is hoping removing the culvert from under Traverse Lake Road will result in immediate relief and reduce the high water level.

LTLPOA President Lou Gurthet stated the National Park Service issued a permit allowing the LTLPOA to remove the first two smaller beaver dams and remove part of dam #4 downstream (forty feet wide by 12"-18" in height). While the first two upstream dams had been removed (with no measurable improvement), only 40% of the approved removal of dam #4 has been completed. He also indicated the LTPOA does not have consensus on how to pursue this matter and is relying on the Cleveland Township Board to elevate the group's concerns to stimulate an immediate remedy to the problem.

Chief of Natural Resources Kevin Skerl stated due to the lack of supportive evidence that such action would provide relief, concurrence by Gosling Czubak that approved dam modifications are sufficient to meet permit objectives, and concerns about greater impact on park ecosystems and resources, he is unwilling to allow additional dam removal at this time. He recommends a systematic approach of measuring the impact of each action before sanctioning additional remedial actions.

Sheriff Borkovich suggested using beaver tubes as a means of controlling the water level on the beaver pond at dam #4 as he felt installing them should be less invasive.

Installing high capacity pumps (capable of pumping 4,500 gallons per minute) at the Little Traverse Lake culvert crossing was also discussed. However, doing so would require closing the road and the cost to implement is estimated to be \$25,000 per month. Also, Coates expressed his opinion without eliminating the downstream constrictions the options of removing the culverts or using pumps to remove more water would not be effective until the downstream constrictions had been addressed.

Bowen also pointed out removing the culvert under Traverse Lake Road would require closing the road to thru traffic for at least one year as a new culvert or bridge would have to be engineered and installed/built. In addition, as there is no room for our plow trucks to turn around at each side of Shalda Creek, some 20 homes would not receive snowplow service. From the east plow trucks would turn around at the Township Park. From the west trucks would not enter from M 22 due to the lack of an adequate turn around.

Popa stated his opinion that if the culvert is removed, he would not be in favor of re-installing a new culvert and opening the road to thru traffic because of the high cost to county taxpayers.

Cedar Fire Chief Dan Petroskey stated closing Traverse Lake Road would not significantly impact EMS response time.

Coates offered his opinion that removing the culvert would only lower the lake level by no more than three inches. He and Johnson also estimated once the opening in dam #4 is completed, it would take approximately 32 days to lower the water west of CR-669, which basically had been a dry area. It is not yet known for certain how long it would take to have an effect on the level of Little Traverse Lake.

At the end of the general discussion, the following was agreed upon:

-Cleveland Township Supervisor Stein, at the urging of Leelanau County Administrator Janik, would not ask his Township Board to adopt a resolution asking for a State of Emergency. Instead, he will provide his constituents a report detailing ongoing efforts to monitor and address the problem and pass a resolution supporting the Road Commission's efforts in securing DEQ approval to remove the Traverse Lake Road culvert if warranted.

-Johnson to contact the DEQ and other regulatory agencies to ascertain what actions would be sanctioned should the decision be made to remove the culvert under Little Traverse Lake Road without declaring a State of Emergency.

-LTLPOA to continue efforts to remove a portion of the large beaver dam downstream as approved by the Park Service.

-County Administrator Janik will contact his legal counsel to ascertain whether the conditions presented at today's meeting meet the criteria that would allow the County Board Chairman the authority to declare a State of Emergency.

Bowen thanked everyone for participated and adjourned the meeting at 3:00 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By Lee A. Bowen
Lee A. Bowen, Chair

By John Popa
John Popa, Vice-chair

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chair Lee A. Bowen at 1:00 p.m. on October 21, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Lee A. Bowen, Vice-chair John Popa, Engineer-Manager James Johnson, Superintendent Dave Priest, Maple City Foreman Bruce Clark, and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Vouchers 374~~52~~ thru 374~~66~~ in the amount of \$ ~~445603.09~~ were approved for payment.

Minutes from the October 7, 2014 regular session and October 14, 2014 special meeting were approved.

Agenda: Approved as written.

Correspondence:

Written: none.

Oral: Nedow reported Deputy Clerk Herman received a phone call this morning from Ed Ford, who resides on Fredrickson Road in Empire Township. Ford expressed concerns about the increase in commercial traffic he has seen on Fredrickson Road. According to Ford, this increase is the result of restricting heavy trucks from using CR-677 and he is worried the newly paved road will take a beating. In an effort to relieve some of the heavy traffic, he called to inquire if the Board would consider posting "No trucks" signs on Fredrickson Road. After discussion, Bowen and Popa stated they are not in favor of granting Ford's request. They instructed Johnson to respond to Ford to let him know restricting heavy trucks from using CR-677 was done to address a safety concern there and that they are not in favor of granting his request for Fredrickson Road.

Public Comment: Ed and Kathy Schocker, who live at 155 West Traverse Lake Road, asked the Board several questions concerning the high water level on Little Traverse Lake and what they can do to save their house from the high water, which is flooding their crawl space and causing mold and mildew to grow creating an unhealthy environment in their home. They also asked if the Road Commission Board is in favor of granting permission to the National Park Service to locate a portion of the proposed Sleeping Bear Dunes Heritage Trail within the Traverse Lake Road right of way.

In response to Schocker's questions about the high water level, Bowen stated efforts are being taken by the Little Traverse Lake Property Owner's Association with permission from the National Park Service to remove a portion of the large beaver dam (dam #4) which should eventually provide relief. However, as the area west of CR-669 upstream from the dam is flooded, it would take several weeks for enough water to drain to see a noticeable difference in the lake level. Popa offered his views on the matter and suggested Schocker could contact the Grand Traverse Band to see if one of their members would be willing to trap and remove the beavers which he feels is causing the flooding downstream. Popa also suggested Schocker and other Little Travers Lake residents should contact their local state and federal representatives and petition them to pressure the National Park Service into removing the beavers west of CR-669 instead of allowing them to proliferate.

Regarding the proposed Sleeping Bear Dunes Heritage Trail, Bowen told Schocker the National Park Service has not yet contacted the Road Commission about using the Traverse Lake Road right of way. To his knowledge, no consultant has been hired to generate plans, no design or construction funds have been secured, and no decisions made where or when this proposed segment of the trail will be built east of CR-669. However, he also stated the Board had already granted permission to the National Park Service to build/pave a segment of the trail within the D. H. Day Main road right of way as well as permission to use State Street and Northwood Drive in Glen Arbor Township for trail use. While he would prefer to use the buffer zone excluded from the Wilderness designation outside the road right of way, he would not object to granting permission to use the road right of way for the trail where the terrain cannot accommodate construction activities (dune area).

Appointments: None.

Staff reports:

Johnson:

Paving projects:

Fredrickson Road paving has been completed. Johnson announced 101st District Representative Ray Franz will be hosting a ribbon cutting ceremony at 10:00 a.m. Monday, October 27th along with his staff and Road Commission officials.

CR-616 (Welch Road) is expected to be paved this week.

Patch on CR-641 at Veronica Valley is being paved today and Johnson anticipates Maple Valley Road being paved by the end of the week, weather permitting.

Highway painting: contractor was rained out last week and Johnson is expecting the work to be done this week provided the weather cooperates.

Follow up to letter received from David and Nancy Tarr: erosion on Trumbull Road: The Tarrs had requested a permanent solution to a reoccurring erosion problem to their driveway located on the crest of the hill on Trumbull Road.

Since last meeting, Johnson had visited this site and determined the erosion on the shoulder is being caused by water from the owner's driveway. Further, he also concluded the driveway was not built to the specification listed on the approved driveway permit application. In the future, he suggested any corrective actions should be postponed until staff can investigate and evaluate each request.

-Drainage issue at CR-675/CR-616 intersection: Johnson and Clark recently surveyed this area and determined the water runoff could be diverted to a nearby creek but phone lines buried there may be in the way. In addition, Johnson expressed his opinion that the Glen Lake Association biologist should be consulted to see if channeling the excess water into the creek would create any problems.

Priest:

-Announced new employee Pete Cole started at the Maple City garage October 14th. Crews at both garages are finishing up work on Maple Valley Road before working on grading various seasonal roads that were eroded by heavy rains this fall.

Clark:

-With recent heavy rains, a part of Nemeskal Road had water flowing over the road due to a plugged culvert. In addition, parts of Kelderhouse Road are also having water issues due to beaver activity.

Bowen suggested the Board may wish to consider abandoning Kelderhouse and seasonal portion of Basch Road as the Road Commission spends a lot of money fixing these gravel roads each year. Since both roads are within the Sleeping Bear Dunes National Lakeshore, it would shift responsibility onto the National Park Service to continue maintenance activities.

CR-641 "Dugway: dock sections stored on retaining wall": Popa expressed concerns that the owner who installed the dock at the edge of the retaining wall and who is storing their dock there for the winter could puncture the fabric under the rocks. While this area is outside our road right of way, Johnson replied he will contact the property owner to express the Road Commission's concerns and request the dock sections be stored elsewhere next winter. Popa stated he will respond to the Lake Leelanau Lake Association who had brought this matter to his attention.

Public Comment: None.

Commissioner comments:

Popa:

Bowen's comments to Popa during the October 7, 2014 regular meeting regarding Popa addressing the County Board of Commissioners at their September 16, 2014 meeting: Popa challenged Bowen's claim that the comments Popa discussed at that meeting had the consensus of the Road Commission Board. Popa distributed a copy of the minutes from that meeting which recorded "Popa stressed that these are his thoughts" when he suggested raising the Road Commissioner's base pay and doing away with health insurance coverage for Road Commissioners. While he is not upset, he asked that his comments be included in today's meeting minutes.

Bowen:

Requested Popa assume the duty of representing the Road Commission on the Leelanau County Parks and Recreations Committee. He also asked Popa to attend a Public Relations seminar scheduled for November 7th in Clare.

Bowen also reported receiving a query from Leelanau County Administrator Janik about the possibility of dredging the Lake Leelanau Narrows. Janik referred to a 1978 court ruling naming the Road Commission as the responsible entity to provide this service. Subsequent discussions with Johnson revealed that when this ruling was rendered, the Road Commission Board also functioned as the Drain Commission. Later when Leelanau County established a elected Drain Commissioner position, responsibility for dredging, in Bowen's opinion, transferred to the Drain Commission.

With no more business to conduct, Bowen adjourned the meeting at 2:27 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By Lee A. Bowen
Lee A. Bowen, Chair

By John Popa
John Popa, Vice-chair

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chair Lee A. Bowen at 1:00 p.m. on November 4, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Lee A. Bowen, Vice-chair John Popa, Engineer-Manager James Johnson, Superintendent Dave Priest, Maple City Foreman Bruce Clark, Fleet Manager Dustin Albrecht and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Vouchers 37489 thru 37518 in the amount of \$104,903.75 were approved for payment.

Minutes from the October 21, 2014 regular meeting were approved.

Agenda: Add notification from Village of Empire asking the Road Commission to review and comment on the Village's Transportation Plan. While no action was taken, staff was asked to acknowledge receipt of the plan and offer suggestions if warranted.

Correspondence: None.

Public Comment: None.

Appointments: At 1:05 p.m. the Board met with Fishtown Preservation Society representative Amanda Holmes (Executive Director) and Berkley Duck (Board President) who asked the Board for financial assistance in their effort to install concrete curbing on the south side of River Street which they feel is necessary to control water runoff from the street onto FPS property. In her letter to Johnson, Holmes stated that this year's torrential rains have exacerbated the problem which they feel requires fast action. Plans were prepared by the group's engineering consultant showing where curbing is proposed so that water can be channeled to collection spots where drains will be built. The letter also pointed out where the Road Commission had recently helped remediate drainage issues at the Leland Mercantile and next to the Bluebird Restaurant on River Street which they feel sets a precedent for the Road Commission to cover these costs. Gourdie Fraser consultant Dan Wagner prepared the design plans which estimated the construction costs at \$9,934.85, including a contingency of \$1,295.85. However, Holmes and Duck stated the FPS is asking the Road Commission to fund the actual costs to construct the curbing. When questioned by Bowen about the water issue by the Cove restaurant, Holmes stated that is a separate issue which they are not prepared to address at this time. Photos were also provided that depicted the recent erosion damage to FPS property.

Bowen:

Stated he does not have an issue with the request, but wants to make sure this "fix" will correct the problem once and for all. As such, Road Commission participation to help remediate the problem would be a "one-time" only agreement but that he would have to defer to Johnson whether the proposed project would permanently correct the problem. If Johnson does agree, he would be comfortable placing a limit of \$8,700.00 to which the Board would be willing to commit to. He also asked Holmes about a dumpster that is currently placed in the road right of way which Bowen would like to see relocated, and the stairs of the Haystacks building which Holmes acknowledged was built within the right of way without requesting permission from the Road Commission.

Popa:

Questioned spending public funds correcting issues that he feels are not our problem to remedy. As the road had been a gravel road in the past, the numerous upgrades to the property he feels had an impact on how water channels through this area. He would prefer the group involve the Leland Township Board to find a remedy instead of relying on the Road Commission for assistance and he also questioned whether the proposed project would be a permanent fix or just a temporary one.

Johnson:

Agreed to review the plans which he feels could be done in yet this year. Should he determine the proposed project would correct the problem and also not be an impediment to our ability to plow snow on River Street down to the end a permit would be issued granting permission to build curbs in the road right of way. He asked the Board for a motion setting the maximum approved financial support.

When asked, Holmes and Duck agreed that FPS will take responsibility to manage and dispose of storm water once it is on their property, provided the Leelanau County Road Commission assists in funding the installation of concrete curbs to collect and direct the water per their consultant's design plan.

Motion by Popa, supported by Bowen, supporting the Fishtown Preservation Society's request to provide financial assistance in installing storm water control measures on the south side of River Street abutting Fishtown provided the Engineer-Manager is comfortable that the proposed solution will work. This authorization is not to exceed \$8,700.00 (net of contingency)

Discussion: Popa expressed his reservations approving this motion and stated he would prefer to limit the contribution to a maximum of \$5,000.00.

Ayes: Bowen and Popa. Nays: None. – Motion is approved.

Staff reports:

Johnson:

Paving projects:

Johnson announced all paving projects have been completed this year. CR-616 and Maple Valley Road were finished last week and work crews are finalizing shoulder restoration at both locations. New fueling area at Suttons Bay will receive the first layer of pavement today and if the weather cooperates, the asphalt contractor will return the following week to finish this project.

Priest:

-Discussed winter snowplow staff levels and status of seasonal workers this winter. With one full-time Suttons Bay employee out indefinitely, Priest will be filling this position temporarily with a seasonal worker.

Clark:

-Reported that Pt. Oneida Road is experiencing flooding due to beaver activity in this area. After discussion, a "Road Closed-Residents and Emergency Vehicles Only" sign will be posted if water backs up onto the road with the expectation that the National Park Service will be compelled to address the root problem.

Nedow:

-Introduced a draft copy of the proposed 2015 Road Commission budget for the Board and staff to review. As the budget public hearing is scheduled for November 18th, Nedow asked for any additions/changes given to him by the end of next week so he can have ample time to update and distribute new copies.

-Nedow also reported hearing from the Road Commission's environmental consultant in charge of testing the soil and ground water. Where the old underground fuel tanks were removed test results confirm contamination has been detected. While it is not known what remedial action would be required, Nedow stated he was told by the consultant the amount detected appears to be minimal requiring subsequent ground water monitoring and testing. Since this would be done by boring thru the pavement, the consultant saw no reason to not pave the site. Nedow already filed the Confirmed Petroleum Release report with the State of Michigan - Department of Licensing and Regulatory Affairs, Storage Tank Division as required by law, and he also filed a claim with the Road Commission's underground tank insurance carrier.

Discussed Bowen's suggestion to abandon Kelderhouse Road and the seasonal portion of Basch Road: Bowen stated reasons why he would support abandoning Kelderhouse Road:

- no residents live on this road
- the National Park Service owns the property on both sides of the road
- the roads themselves do not grant egress to any special feature or location.

Abandoning the seasonal part of Basch Road (east of the Pyramid Point Lookout parking lot) is based on the same criteria as both roads have been deemed too expensive to maintain given the annual revenue provided by the MTF distribution formula. Bowen also pointed out the National Park Service owns the property on both sides of both roads and he would support abandonment. When Popa stated we should also consider other similar roads within the boundary of the Park such as Hooper Road, Bowen disagreed, citing minimal maintenance activities to maintain them and he would prefer to keep focused on the two high maintenance roads discussed today. While Johnson stated State law allows a road commission the power to abandon roads at any time, a procedure was established long ago whereby a public hearing would be held as part of the abandonment process. After further discussion, it was agreed to continue discussions on this matter at the next Road Commission meeting.

Public Comment: None.

Commissioner comments:

Popa:

Stated that following the October 28 meeting including the Chairman of the Board of Commissioners, County Drain Commissioner, County Maintenance Director, County Administrator and the County's legal counsel via telephone, Bowen and Popa will be receiving the attorney's legal opinion on what unit of government has the legal authority as well as the financial obligation to make decisions to address the current Lake Leelanau lake levels. Bowen stressed that despite those in attendance, this was not a Leland Dam Authority meeting and no business took place.

With no more business to conduct, Bowen adjourned the meeting at 3:10 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By Lee A. Bowen
Lee A. Bowen, Chair

By John Popa
John Popa, Vice-chair

Attest:

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chair Lee A. Bowen at 1:00 p.m. on November 18, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Lee A. Bowen, Vice-chair John Popa, Engineer-Manager James Johnson, Superintendent Dave Priest, Maple City Foreman Bruce Clark, Fleet Manager Dustin Albrecht and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Vouchers 37519 thru 37564 in the amount of \$358,653.98 were approved for payment.

Minutes from the November 4, 2014 regular meeting were approved.

Agenda: Approved as written

Public Comment: Heard comments from Cleveland Township/Little Traverse Lake resident Gwen Allgaier concerning the high water on Little Traverse Lake. Allgaier initially stated the Road Commission was doing nothing to help alleviate the problem and asked for some positive statement that steps are being taken to resolve the matter. Bowen and Popa disputed her claim, explaining the Road Commission is one of several agencies working together these past months to finding a solution given the complexity of the problem. While partially removing the large beaver dam #4 downstream has helped, the area needed to be drained is quite large and it will take many weeks before any noticeable difference can be seen. Recent heavy rainfall also has not helped the situation. Following an emergency meeting held at the Road Commission on October 28th, Cleveland Township hired Gosling Czubak to provide a survey, soil borings, recommendations, and preliminary design of replacement structures (culvert or bridge) at Traverse Lake Road and at CR-669. Bowen also reminded Allgaier that the groundwater throughout the county is high due to record rainfalls last year and this fall, and the areas flooded extend west of Little Travers Lake. Popa also pointed out should the decision be made to remove the culvert, doing so would close Traverse Lake Road to through traffic for a long period of time. In addition, the Road Commission would not be able to plow there during the winter due to insufficient space to turn our trucks around. Popa stated should the decision be made to remove the culvert, the question where the funds, estimated to be \$250,000.00 to replace this structure with a bridge or a larger culvert will come from. Little Traverse Lake residents Audrey and Bob Kramer stated their opinion the problem is beaver activity downstream and not the road culvert being too small. According to Kramer, beaver activity was kept in check in the past as various groups and individuals would ensure Shalda Creek was not obstructed. However, since the National Park Service took control of this area in the 1970s, the beavers have been allowed to flourish and the creek obstructed in many places. Bowen stated part of the problem is self-imposed as new homes and driveways mean less exposed ground to absorb rainwater and many residences have a drain field septic system instead of holding tanks. He assured Allgaier the Road Commission will continue to work with Cleveland Township, the Little Traverse Lake Property Owners Association (LTLPOA) and other county agencies to work toward a solution.

Correspondence: A letter dated November 3, 2014 from Dusty Schultz, Sleeping Bear Dunes National Lakeshore Superintendent asking the Road Commission for our comments concerning proposed fee increases within the National Lakeshore. Deadline for submitting suggestions is December 8, 2014. No action was taken.

Public hearing: proposed 2015 Road Commission budget:

At 1:35 p.m. Bowen opened the public hearing and read the posted notice explaining the reason for the public hearing: to listen to public comments regarding the proposed 2015 Road Commission budget.

Comments in favor of the proposed budget as presented:

Oral comments: None.

Written correspondence: None received.

Comments opposing the proposed budget as presented:

Oral comments: None.

Written correspondence: None received.

Public comments: None.

Bowen then announced the Board is expected for formally adopt the proposed draft budget at the December 2, 2014 regular meeting. He then closed the public hearing at 1:38 p.m. and resumed the regular meeting.

Staff reports:

Johnson:

-With recent heavy snows, crews have been busy plowing. Rieth-Riley has completed the M-22 paving project between Northport and Omena which was celebrated with a ribbon cutting ceremony last week.

-Johnson reported a 42" culvert running under Hohnke Road (CR-620) has failed and needs to be fixed this year before the pavement is compromised. Due to the depth of the pipe, it will require a major effort to implement corrective action. Johnson and Priest are exploring options to address the situation.

Priest:

-Cab and chassis and truck bids for next year have gone out to vendors to submit bids, and two one ton crew cab trucks have been ordered thru the MiDeal program.

-This year's cab and chassis have been delivered and are presently at Truck & Trailer Specialties where the equipment and bodies are being installed.

-Priest is continuing to monitor the culvert at Seven Pines Road in Leelanau Township which had recently flooded.

Clark reported that due to the recent snows, efforts to grade several gravel roads were not completed. However, his crew was able to finish grading the southern part of Gilbert Road which had significant erosion problems from this fall's heavy rains.

Heard report from Fleet Manager Dustin Albrecht on his progress implementing a computerized vehicle maintenance database for the fleet and steps taken to reduce our on-hand parts inventory.

Nedow provided updated financial statements updated thru October including our year-to-date MTF funds, which are presently 2.96% higher than last year at this time. He also explained the various revisions to the proposed 2015 budget worksheets and why the adjustments were made.

Abandon Kelderhouse Road and the seasonal portion of Basch Road (east of Pyramid Point Lookout parking lot): Bowen repeated his reasons for abandoning Kelderhouse Road and the seasonal part of Basch Road. Johnson stated that based on four criteria given at the last meeting (high maintenance costs; no residents living on the road; National Park Service owns the land on both sides of the road; and the roads themselves do not grant access to any special features) he concluded no additional roads within the National Lakeshore should be abandoned at this time. He expressed his opinion these roads cost more to maintain than what road funds we receive to maintain them and therefore would agree with abandoning both roads. However, Popa did not agree citing abandoning them would prevent people from enjoying the scenery in this area. Popa stated he would prefer to close Kelderhouse Road and write a letter to the National Park Service to provide them with the reasons for closing it in hopes something would be done to control the beavers causing the flooding in this area.

Johnson also provided a copy of Public Act 283 section 224.18 which lays out how a county road agency can either relinquish jurisdiction or abandon and discontinue any county road or part of any county road by a resolution adopted by the Board. However, the decision was made many years ago to adopt a process that includes holding a public hearing to hear public comments prior to deciding whether or not to abandon a road. While Popa declined Bowen's suggestion to schedule a public hearing for Kelderhouse or for the seasonal part of Basch Road, he did agree to continue discussion provided staff is able to provide costs information expended in keeping both roads open.

Popa presented a summary report on the County Road Association Crisis Communications workshop he recently attended in Clare.

Request to adjust the 2014 Road Commission budget:

Motion by Popa, supported by Bowen to adjust the 2014 Revenues and Expenditures Budget as follows:

Revenues:

- Michigan Transportation Funds: Decrease Primary Road \$100,000.00 and Local Road \$50,000.00. Increase Primary Road-Urban \$3,000.00
- Forest Road Funds: Increase \$50.00
- State Miscellaneous: Increase \$130,000.00
- Township Contribution: Increase \$7,000.00
- Road Millage Proceeds: Increase \$7,000.00
- Fees/Permits: Increase \$3,000.00
- G/L Sale of Equipment: Increase \$7,000.00
- Interest Income: - Increase \$250.00
- Allowance for Depreciation: Increase \$12,000.00.
- Rents/Royalties: Decrease \$5,600.00
- Gain on Aggregate: Increase by \$7,000.00.

Expenditures:

- Primary Road – Federal Aid: Increase \$1,200,000.00 and Primary Road – Heavy Maintenance: decrease \$1,200,000.00
- State – Miscellaneous: Increase by \$4,500.00
- Equipment Expense – Net: decrease by \$350,000.00
- Administrative Expense – Net: increase \$30,000.00

Ayes: Bowen and Popa. Nays: None. – Motion is approved.

Overtime compensation: administrative: Popa suggested that instead of paying a lump amount in recognition of overtime worked at year-end as was done in past years, he would like to consider adopting an overtime policy which he outlined in a handout. While he acknowledged salary positions require incidental overtime, he feels other duties should be compensated accordingly based upon the activities performed. While Bowen stated he and Noonan had a different viewpoint on this topic, he thanked Popa for his suggestion.

Public Comment: None.

Commissioner comments: None.

With no more business to conduct, Bowen adjourned the meeting at 3:00 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By Lee A. Bowen
Lee A. Bowen, Chair

By John Popa
John Popa, Vice-chair

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chair Lee A. Bowen at 1:00 p.m. on December 2, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Lee A. Bowen, Vice-chair John Popa, Member Jim Calhoun, Engineer-Manager James Johnson, Superintendent Dave Priest, Maple City Foreman Bruce Clark, Fleet Manager Dustin Albrecht and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Bowen welcomed new Road Commissioner Jim Calhoun, who was appointed to fill Glen Noonan's vacant position until the November 2016 general election.

Vouchers 37565 thru 37591 in the amount of \$354,635.09 were approved for payment.

Minutes from the November 18, 2014 regular meeting were approved.

Agenda: Approved as written

Public Comment: Lake Leelanau resident Bruce Price asked Bowen if the Road Commission has any involvement with issuing driveway permits on M-204. Bowen informed Price issuing permits for M-204 (and all state Trunkline roads) is MDOT's responsibility and does not involve the Road Commission.

Correspondence: An email dated December 1, 2014 from Sam and Cheryl Feldman who questioned why a utility permit request submitted in October by Consumers Energy for placing a power pole in the Novak Road right of way had not been processed in a timely manner. In response Johnson stated he issued the permit on November 25th explaining the permit request was misplaced which delayed issuing the permit. He also responded to the Feldmans to let them know their permit had been issued. Popa and Bowen suggested reviewing the process how utility permits are processed and implement corrective measures to prevent this from happening in the future.

Staff reports:

Johnson:

-Letter of Understanding for Highway Maintenance Patrol 2014/2015 Maintenance Agreement: Johnson informed the Board this year's agreement will fund night patrol for the Suttons Bay garage only and not the Maple City garage. When not plowing snow, the Maple City night person will therefore charge their time to the county road system instead of to the state trunkline.

-Announced the administrative staff will be attending Critical Incident Management Training this week. Emergency Management Director Tom Skowronski has made this training open to county government, school, fire and rescue, schools and township officials covering how to respond to violence, lockdowns, bomb threats, hostage situations and how to respond to hazardous material situations.

-Requested the Board schedule a county wide planning meeting for use of MAP-21 (Moving Ahead in the 21st Century) Act funds in fiscal years 2015-2019 at 1:30 p.m. during the regular meeting on December 16, 2014. At that time, the list of previously approved projects will be reviewed. Additional projects may be submitted by eligible agencies at this meeting, and existing projects may be revised or priorities may be changed based upon the current needs of the agencies. The resulting list of projects from this meeting will be presented at the Northwest Michigan Regional Rural Transportation Committee 10C meeting for inclusion in the Statewide Transportation Improvement Program (STIP) anticipated to be held in January 2015. Johnson's suggestion was accepted by the Board.

Priest:

-The collapsing culvert on the edge of the pavement on CR-620 has been temporarily patched for the winter. Priest expects to replace this culvert next spring.

-Priest is continuing to monitor the culvert under CR-640 in Leelanau Township for debris clogging the screen in front of the culvert opening.

-With a break in the weather, crews are focusing on removing dead trees in the road right of way throughout the county. He is also continuing efforts to hire one more seasonal worker to ensure adequate staffing for snowplowing this winter.

Clark:

-Warning signage has been posted on Port Oneida Road and Kelderhouse Road has been posted as closed. Despite receiving a letter from the National Park Service authorizing the Road Commission to remove the beaver dam responsible for flooding this area, Clark reported the culverts in this area are at capacity so removing the dam will not help lower the water levels.

-Clark expects to start ditching at the CR-675/CR-616 intersection this week which should help control spring water runoff in this area.

Abandon Kelderhouse Road and the seasonal portion of Basch Road (east of Pyramid Point Lookout parking lot): Despite Johnson's recommendation, Popa provided several reasons why he would not support abandoning either road and stressed his view that the Board has an obligation to the citizens to keep these roads open despite the cost. Bowen stated if the roads are not abandoned, then he expects staff to maintain both roads to acceptable standards to allow vehicular access.

Resolution 14-05: adopt 2015 Road Commission budget:

Motion by Popa, supported by Calhoun, to adopt the following Resolution Number 14-05:

BE IT RESOLVED, that a public hearing was held on November 18, 2014 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, 2015. This resolution adopts proposed revenues and expenditures as presented in the accompanying budget document. Total revenues are adopted as \$7,040,100.00 and total expenditures as \$7,228,100.00, and

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

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

BE IT FURTHER RESOLVED that this resolution is to take effect January 1, 2015.

Roll call vote: Ayes: Lee A. Bowen, John Popa and Jim Calhoun. Nays: None - Resolution adopted.

2015 Road Commission Budget Summary

Beginning cash at 1-1-14: \$630,000.00 (Estimated)

REVENUES		EXPENDITURES	
<u>Transportation Funds:</u>		<u>Primary Roads:</u>	
Engineering	\$10,000.00	Heavy Maintenance	\$550,000.00
Primary Roads	\$1,781,000.00	Maintenance	\$878,000.00
Local Roads	\$942,000.00		
Primary Roads-Urban	\$23,300.00	<u>Local Roads:</u>	
Local Roads-Urban	\$19,500.00	Heavy Maintenance	\$650,000.00
		Heavy Maint - BIA	\$1,376,000.00
Snow Removal Funds	\$179,500.00	Maintenance	\$1,506,000.00
Forest Road Funds	\$39,700.00		
State Maintenance	\$690,000.00	State Maintenance	\$690,000.00
State - Other	\$125,300.00	Capital Outlay-Net	\$628,300.00
Taxes Receivable	\$1,162,000.00	Equipment Exp - Net	(\$78,000.00)
Salvage Sales	\$3,500.00	Fringes & Insurances	\$905,800.00
Federal/BIA Grants	\$1,376,000.00	Administrative Exp-Net	\$122,000.00
Contributions: Other/public	\$18,000.00		
Permits & Fees	\$14,500.00		
G/L on Disposal of Equipment	\$14,000.00		
Interest Earned	\$2,400.00		
Allowance-Depreciation	\$564,400.00		
Gain on Aggregate	\$30,000.00		
Royalties/Gain on Aggregate	\$45,000.00		
Total Revenues:	\$7,040,100.00	Total Expenditures	\$7,228,100.00
	Estimated ending fund balance at 12/31/15:		\$442,000.00

Public Comment:

Bruce Price stated he agrees with Popa's position not to abandon Basch Road and Kelderhouse Road. As an example, he mentioned the lawsuit over Horn Road where the Road Commission was sued and had to go to court to defend our road right of way. He also complained about the icy conditions on CR-641 he recently experienced and suggested this road should be monitored closely during inclement weather.

Lake Leelanau residents Steve and Mary Lou Mikowski offered comments on falling petroleum prices possibly impacting next summer's seal coat and paving operations and the injuries sustained by Mary Lou in a car accident on CR-641 two winters ago when the roads were slippery.

Commissioner comments: None.

With no more business to conduct, Bowen adjourned the meeting at 2:10 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By Lee A. Bowen
Lee A. Bowen, Chair

By John Popa
John Popa, Vice chair

By Jim Calhoun
Jim Calhoun, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chair Lee A. Bowen at 1:00 p.m. on December 16, 2014 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chair Lee A. Bowen, Vice-chair John Popa, Member Jim Calhoun, Engineer-Manager James Johnson, Superintendent Dave Priest, Maple City Foreman Bruce Clark, Fleet Manager Dustin Albrecht and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Vouchers 37592 thru 37637 in the amount of \$570,234.79 were approved for payment.

Minutes from the December 2, 2014 regular meeting were approved.

Agenda: Approved as written

Public Comment: Lake Leelanau resident Steve Mikowski offered comments on State of Michigan road funding and the impact on Michigan's economy. Little Traverse Lake resident Bob Kramer reported water levels on Traverse Lake have receded several inches in recent weeks and the water level in the culvert running under CR-669 is also reduced as the top of the culvert is above water.

Correspondence: None.

Cab and chassis – truck equipment bids: Bids for two heavy truck cab and chassis and truck equipment were opened and read. The results are as follows:

Cab & chassis:

Vendor:	JX Peterbilt Grand Rapids, MI	Grand Traverse Diesel Service Traverse City, MI
Made/Model:	Peterbilt 367	Western Star 4900SB
Price each:	\$118,271.50	\$120,500.00
Delivery:	March 2015	120–180 days from order
Warranty:	In-house	GT Diesel-Traverse City In house warranty plan

Truck Equipment: Truck and Trailer Specialties of Boyne Falls Michigan was the only vendor who submitted a bid.

Tandem axle dump truck with patrol wing:

-Dump box, hoist and tarp system, fuel and oil tanks, lights, hydraulic system, and snowplow hitch:	\$55,680.00
-Furnish/install underbody scraper and circle:	\$9,315.00
-Furnish/install patrol wing:	<u>\$11,668.00</u>
Total for dump truck:	\$76,663.00

Option: deduct 201 stainless steel for 304 stainless steel: (\$2,022.00)

Delivery: Approximately June 15, 2015

Tandem axle truck with material spreader and patrol wing:

-Material spreader, tarp system, fuel and oil tanks, lights, hydraulic system and snowplow hitch:	\$68,521.00
-Furnish/install LCRC furnished underbody scraper and circle:	\$92,315.00
-Furnish/install patrol wing:	<u>\$11,668.00</u>
Total for chassis-mount sander truck:	\$89,504.00

Option: deduct 201 stainless steel for 304 stainless steel: (\$2,387.00)

Delivery: Approximately August 15, 2015

Motion by Popa, supported by Calhoun, directing staff to review all cab and chassis bids to ensure all specifications and requirements have been met, and award the bid after January 1, 2015 that would be in the best interests of the Leelanau County Road Commission.

Discussion: Popa questioned whether the specifications were the same as what was bid this past April. Albrecht responded there were two changes: aluminum wheels and a Cobra-shifter were included. Bowen stated his views that having a responsive warranty garage close by and standardizing the fleet are more important factors than the purchase prices.
Ayes: Bowen, Popa and Calhoun. Nays: None. – Motion approved.

Motion by Calhoun, supported by Popa, directing staff to review the bid tendered by Truck/Trailer Specialties to ensure all specifications and requirements have been met, and if satisfied, award the bid after January 1, 2015 to Truck/Trailer Specialties of Boyne Falls if doing so is in the best interests of the Leelanau County Road Commission.

Discussion: Popa noted only one vendor submitted a bid this year, and suggested staff might want to consider soliciting bids outside the state in an effort to find competitive prices. However, Grand Traverse Diesel Service Manager pointed out installing equipment on heavy duty cab and chassis is complicated and having an out of state vendor try to provide service would be problematic and expensive.

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

MAP-21 (Moving Ahead in the 21st Century) meeting for fiscal years 2015-2019:

At 1:30 p.m. Bowen opened the MAP-21 meeting and welcomed the participants before turning the meeting over to Johnson. Johnson opened his presentation by reporting the status of available funds as of the 2015 fiscal year. The 10C Task force which is comprised of Leelanau, Grand Traverse and Benzie counties anticipates receiving \$1,233,907 in federal aid during 2015. However, Leelanau borrowed funds from Grand Traverse County's 2014 allocation to fund an additional project on CR-633 and a project for the Village of Empire. As such, Leelanau owes Grand Traverse County \$474,696 which is more than Leelanau's 2015 federal aid allocation. While federal aid funds had been pledged to the Village of Suttons Bay this year, the projected cost of their project is \$1.4 million dollars, which Village Administrator Wally Delamater acknowledged is significantly more than what is available.

Delamater stated the reason for the high cost is MDOT is requiring the Village to replace two narrow culverts under Elm Street which presently do not meet MDOT requirements. In addition, the process does not allow reconstructing Elm Street while ignoring replacing the culverts. However, Johnson suggested the Village could plan for a shorter road project to match the available funds if desired. Since the Village of Suttons Bay has withdrawn their Elm Street project from consideration at this time, Johnson recommended the group accept the CR-614 (from CR-641 to Perrin's Landing) as the next road project from the primary road resurfacing and reconstruction priority list for fiscal year 2016 and CR-677 (south of M-72) for year 2018.

He further recommended adding projects on CR-616 (from CR-614 to CR-651) and CR-626 (full length to the Illustrated List, moving the Elm Street project to the Illustrated List and including numerous small projects from BATA on the List. BATA representatives Tom Menzel and Kelly Yaroch agreed to update and forward their list to Johnson, emphasizing capital improvements that would be highly visible to Leelanau County residents. Menzel and Yaroch also acknowledged that \$15,000.00 projects for BATA in FY 2015 and FY2016 were "pulled ahead" and funding in FY 2014, hence there is no current request for an "allocation" for BATA in the current fiscal year. The Illustrative List is a tool to identify needed projects for which there is no currently identified funding, but are eligible for any funding that may become available.

Staff reports:

Johnson:

-Reported receiving an inquiry from an Empire Township resident, in conjunction with the Village of Empire Chamber of Commerce to use Wilco Road (a seasonal road not plowed during the winter) for a snowmobile hill climbing event this winter provided weather conditions are favorable. Johnson asked how Board members might view such a request, as considerable planning work would go into the event. Priest and Village of Empire Trustee Sam Barr expressed their opinions that the carbide runners along with the metal studs on the tracks would cause damage regardless how much snow is left on the road. After further discussion, Johnson was instructed to contact event coordinator Sonny Alyswoth and let him know that approval is doubtful unless the snowmobile tracks are modified to prevent damaging the road without compromising public safety.

-Johnson informed the Board a special event (half-marathon) applicant is disputing the Road Commission's \$500 permit fee based upon how the published fee schedule is worded. After discussion, the Board affirmed their position to uphold the fee for any event which uses a county road and requires traffic control.

-Johnson indicated he has received an informal inquiry about establishing a commercial business/activity along a seasonal road. Johnson stated he is hesitant to issue a permit for a road that does not allow two-way traffic which he perceives as a public safety concern. The Board agreed with Johnson's assessment and asked him to draft a proposed policy to this issue. Popa suggested this topic should be included in a policy that also addresses funding requirements should a township, groups or individuals request upgrading a seasonal or two track road. As such, Popa stated his opinion that the Road Commission should not absorb the total cost and he would like to see a draft policy at the next meeting. However, Popa's suggestion was not supported.

Priest, Albrecht, Clark and Nedow provided oral reports on various on-going projects.

Lumber assessment: Anderson Pit property:

As a member of the Leelanau County Parks and Recreation Committee, Popa learned of a letter written by District Forester Kama Ross who suggested the county might want to pursue a forest management plan to harvest timber on county owned properties. Popa suggested the Road Commission might consider joining the initiative, and Johnson was directed to look into this to see if there is potential.

Adjust the 2014 Road Commission Budget:

Motion by Calhoun, supported by Popa, to adjust the 2014 Revenues and Expenditures Budget as follows:

Revenues:

- Michigan Transportation Funds: Increase Primary Road - \$135,000.00, Local Road - \$70,000.00, Primary Road-Urban \$16,000.00 and Local Road-Urban \$6,000.00
- Snow Removal Funds: Increase \$4,100.00
- State Trunkline Maintenance: Increase \$20,000.00
- Road Millage Proceeds: Increase \$15,000.00
- Federal Grants: Decrease \$86,000.00
- Allowance for Depreciation: Increase \$1,000.00
- Gain on Aggregate: Increase by \$6,000.00

Expenditures:

-Primary Road - Heavy Maintenance: decrease \$150,000.00 and Local Road - Heavy Maintenance: Increase \$270,000.00

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

Public Comment: None.

Commissioner comments:

Popa: questioned Bowen about a meeting he had with the two newly elected Democrat County Board members at the Road Commission. Bowen stated he was responding to a request he had received to familiarize both with the Road Commission operations.

Popa repeated his suggestion for Road Commission Board members to meet with county township boards and officials to discuss their needs and wants.

Calhoun asked staff if night time drivers are able to respond if the Sheriff's office feels road conditions change. Johnson stated County dispatch can change radio frequencies to talk to our night crew when they feel the need.

Bowen asked Popa and Calhoun if they would consider attending future TC-TALUS, M-22 Scenic Heritage Committee and Leelanau County Emergency Management Services meetings in his place to represent the Road Commission.

With no more business to conduct, Bowen adjourned the meeting at 3:05 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By Lee A. Bowen
Lee A. Bowen, Chair

By John Popa
John Popa, Vice chair

By Jim Calhoun
Jim Calhoun, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Finance Manager/Secretary to the Board Joe Nedow at 1:00 p.m. on Tuesday, January 6, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Board members John Popa and Jim Calhoun, Engineer-Manager James Johnson, Superintendent Dave Priest, Maple City Foreman Bruce Clark, Fleet Manager Dustin Albrecht, and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Nedow called for nominations for Chairman.

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

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

Nedow then turned the meeting over to Popa.

Nominations for Vice-chairman:

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

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

Appointed staff positions:

Engineer-Manager and Secretary to the Board positions:

Motion by Popa, supported by Calhoun, appointing James C. Johnson as Engineer-Manager and Joe Nedow as Secretary to the Board of the Leelanau County Road Commission for the ensuing year. (Nedow to continue his dual role as Finance Manager which is reportable to the Engineer-Manager.)

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

2015 Meeting Schedule:

Motion by Calhoun, supported by Popa, to set the 2015 Leelanau County Road Commission regular meeting schedule for the first and third Tuesdays of each month, with all meetings starting at 1:00 p.m. in the Suttons Bay conference room.

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

Calhoun stated he would not be able to attend the February 17th regular meeting as he will be attending the County Road Association meeting in Lansing that day, and Popa stated he too would be absent that day.

Agenda: Approved as written.

Vouchers 37638 thru 37667 in the amount of \$115,114.31 were approved for payment.

Minutes from the December 16, 2014 regular session were approved.

Public Comments: None.

Correspondence: Nedow provided the Board with a copy of the 2014 audit engagement letter from Anderson, Tackman and Company which outlines the scope of this year's financial audit process. The letter included various documents regarding the planned audit scope and timing of their audit procedures of the Road Commission's basic financial statements and selected compliance procedures for this past calendar year ended December 31, 2014.

Appointments: At 1:15 p.m. the Board met with Sonny Aylsworth to discuss the possibility of using Wilco Road to hold a snowmobile hill climbing event. The proposal would consist of around fifty participants in a timed event, with only one participant on the course at any point in time. Aylsworth provided a list of safeguards he is willing to set up to ensure the road surface will not be damaged during the event. In order to hold the event, Aylsworth stated his opinion the road will need to have a 12-18" packed snow base on top of the road to safeguard the pavement beneath. As the event is scheduled for February 14th, a decision should be made soon whether there will be sufficient snow by that date. When Johnson stated the extended forecast does not look promising, Aylsworth stated he will need to make a decision within a week whether to continue planning the hill climb or schedule a different event at the Empire Township airport. After further discussion, no decision was made on Aylsworth's permit application. Staff will continue to monitor weather conditions for the next week or two before reaching a decision.

Management Reports:

Johnson:

Purchase used bucket truck: City of Charlevoix has a used 2001 International truck with a 55 foot reach Altec boom for sale. Priest and Albrecht had inspected the unit and found it to be in good condition. Priest offer of \$35,000.00 was accepted pending our Board approval. Johnson stated having a second unit of this size would enable our work crews to work more efficiently eliminating the need to share the other bucket truck. Since competitive bids were not solicited in this case, Johnson asked the Board to approve a motion authorizing the purchase and to adjust the 2015 Capital Acquisition budget accordingly.

Motion by Calhoun, supported by Popa, authorizing staff to purchase a used 2001 International Altec boom truck from the City of Charlevoix for \$35,000.00 and to increase the 2015 Capital Acquisition budget by \$35,000.00 for this purchase.

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

Proposed "Drive Permits & Land Development along unimproved roads" policy: Johnson provided a draft for the Board to review and he suggested holding a public hearing at the February 3, 2015 regular meeting to listen to public comments on what is being proposed. Popa suggested asking an attorney review the proposed policy to make sure the contents do not conflict with any legal issues. After further discussion, the Board instructed Nedow to schedule a public hearing at 1:15 p.m. during the February 3, 2015 regular meeting. Johnson will locate an attorney to review the proposed policy as suggested.

Nedow recommended in the future, the Board may wish to consider hiring an attorney specializing in road law similar to the arrangement we have with our labor attorney when needed as a resource.

Certification maps: Johnson expects to have this year's certification maps ready for Popa as Chairman to sign at next meeting. He also suggested next year's certification maps should be revised to exclude certain roads presently not open to public travel. Popa stated he is not in favor of abandoning any roads but would support excluding them from the certification map. Nedow warned Popa if a road is closed to public traffic and is no longer being maintained, our road right of way could be challenged and possibly lost.

In the past, the courts have failed to uphold our right of way in instances where recent and consistent public use and expenditure of road maintenance funds cannot be proven. After further discussion, Johnson will provide a list of roads which he recommends being removed from the certification map but not abandon.

Priest:

-Crews have been busy cutting trees whenever they are not plowing snow. He also announced hiring a new employee at the Suttons Bay garage.

-Staff has decided to award the cab and chassis bid to Grand Traverse Diesel Service of Traverse City for two Western Star 4900SB trucks for a total cost of \$241,000.00. In addition, Truck and Trailer Specialties of Boyne Falls was awarded the truck equipment bid for a total price of \$166,167.00.

Brief reports were also heard from Clark, Albrecht and Nedow.

Road Commission board representatives: TC TALUS, M-22 Scenic Heritage Committee, and Leelanau County Emergency Management Services: Popa stated that he would prefer to reduce our Board's involvement in these committees but still be able to participate when needed. Calhoun offered no objections to Popa's comments.

Public Comments: None.


Commissioner comments:


Calhoun: asked Priest if our trucks have the ability to talk on the radio with various township fire and rescue departments. Priest responded that if needed, calls are routed through the Emergency dispatch center who monitor our radio frequency or by own staff who have the same ability.

Popa: stated the County Board of Commissioners Executive Committee is meeting on January 13th when the topic of replacement road commissioner will be discussed. Popa had asked to be placed on their agenda so he can provide his thoughts on how the County Board should go about filling the vacant position. He also suggested Calhoun attend this meeting to so that he can provide reasons why the County should stick to a three-member board and not expand it.


With no more business to conduct, Popa adjourned the meeting at 2:38 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
John Popa, Chairman

By 
Jim Calhoun, Vice-chairman

Attest:


Joel T. Nedow-Secretary to
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 1:00 p.m. on Tuesday, January 20, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa and Vice-chairman Jim Calhoun, Engineer-Manager James Johnson, Superintendent Dave Priest, Maple City Foreman Bruce Clark, and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as written.

Vouchers 37668 thru 37707 in the amount of \$72,128.51 were approved for payment.

Minutes from the January 6, 2015 regular session were approved.

Public Comments: None.

Correspondence: None.

Appointments: At 1:10 p.m. the Board met with Eric Houghton, owner of Endurance Evolutions, LLC which hosts two separate running events in Leelanau County, the Glen Arbor Solstice Half Marathon & 5K in June and the Sleeping Bear Marathon and Half Marathon in October. Houghton questioned the permit fee (the Road Commission's published Permit Fee Schedule dated November 20, 2012 (Road Closure: competitive events bicycle races, foot races \$500.00). Houghton stated he feels the \$500.00 fee does not apply as no roads will be closed to hold either event. Houghton also requested clarification what constitutes a road closure and if the Board would consider some manner of relief from the \$500.00 permit fee as he is already paying for police assistance and emergency response personnel presence during his event. In comparison, he pointed out Grand Traverse County Road Commission charged him a \$50 permit fee for a race on Old Mission peninsula last year.

In a written memo to the Board dated January 14, 2015 Johnson offered the following explanation:

-During the November 2012 public hearing when the fee was discussed, the discussion focused on events which require some form of traffic control needed to allow the participants to use a portion of the roadway. Staff was concerned that appropriate traffic control would be used and that the route would be patrolled, monitored, cleaned up, patched and/or swept by our staff to ensure a safe event outcome. At that time, the focus was on recouping our costs without consideration what other counties were charging for similar events. Management felt the \$500 fee was an appropriate amount to cover our actual expenses only and not make money on the event.

-The intent of using the term "road closures" was intended to cover any need to close a portion of the improved roadway to hold an event. Previous events had included a rolling closure of the entire pavement, a single lane closure while allowing alternating traffic from each direction, stopping traffic at one or more intersections to allow participants to "violate" a traffic sign, and closing the shoulder along one side of the roadway. Johnson proposed adopting a motion to clarify the intent of the fee schedule and thus modify the description for this particular permit fee.

Bingham Township resident Charlie Dashner asked if the services provided by Road Commission to patrol or monitor this type of event are requested by the permit applicant or are self-imposed. Popa replied that the Road Commission takes these steps to limit our liability and safeguard the public, and any costs incurred to provide these additional services should be absorbed by the permit applicant and not by taxpayers. Popa further stated he did not see any reason to grant Houghton's request for financial relief.

Motion by Calhoun, supported by Popa, to clarify the intent of the November 20, 2012 Fee Schedule by stating that the \$500 permit fee is for ***"an event (bicycle races, foot races, etc.) that will use any portion of the improved roadway or require any temporary traffic control that would, in the opinion of the Road Commission, impacts normal traffic flow along a county road."*** This fee is intended to cover the expenses incurred by the Road Commission to prepare for the event.

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

Management Reports:

Johnson:

Proposed "Drive Permits & Land Development along unimproved roads" policy: Public hearing is still scheduled for February 3, 2015 at 1:15 pm. Draft of the policy is now available on the web and Nedow reported receiving an email from the Leelanau County Sheriff's Office expressing their support of the proposed policy.

Proposed Empire Snowmobile Hill Climb event permit application: Johnson reported speaking to the event coordinator who acknowledged no permit request will be submitted as the event has been canceled due to a lack of snow and resistance from the local community.

-Reported the Leelanau County Board of Commissioners will be accepting letters of interest and resumes for the vacant Road Commission Board position until February 5, 2015. Johnson does not anticipate a replacement selected until late February at the soonest.

-Used bucket truck purchased from the City of Charlevoix has been picked up and added to the fleet.

Priest:

-Crews have been busy cutting trees. In addition to trees, Priest will be sending out a patch crew to start filling potholes on M-22 south of Suttons Bay. Also, former employee James Boomer was rehired and will be working out of the Suttons Bay garage.

-One of the new Western Star plow trucks has been completed and is currently in use at the Maple City garage. The second truck is expected to be ready soon.

Clark:

-Clark reported plans to begin addressing the beaver dam that is backing up water onto Kelderhouse Road. However, as the area appears to be inundated with water, he does not expect removing the dam will have a significant short term impact draining the surrounding terrain.

Nedow:

-Announced he recently received an oral report from the environmental consultants hired to monitor and assess ground water conditions following the underground fuel tank removal at the Suttons Bay garage. As no further contamination has been detected, the consultants will be drafting and submitting a close-out notice to the State of Michigan Licensing and Regulatory Agency as no further monitoring and testing should be required.

-Provided the Board and staff with various year-end summary reports, including paving projects, seal coat operation, and Anderson Pit mining costs. Popa's asked if it would be prudent to hire a consultant to take bore samples on the Anderson Pit property to locate gravel pockets. Johnson stated the pit is being mined systematically to minimize future restoration efforts and Calhoun felt hiring a consultant could be expensive. Nedow also reported the crusher would require expensive maintenance next summer regardless of whether mining operations continue.

CRAM Board of Directors' ballot request: In a letter dated January 8, 2015, CRAM provided a ballot to select a nominee for the Northern Michigan Association position.

Motion by Calhoun, supported by Popa, directing Nedow to vote for Douglas Robindoux of Mason County for the CRAM Northern Michigan Association Board of Directors' position.

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

Reschedule February 17, 2015 regular meeting: Motion by Calhoun, supported by Popa, to reschedule the Tuesday, February 17, 2015 regular meeting to Monday, February 16, 2015 starting at 10:00 am.

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

Public Comments: None.

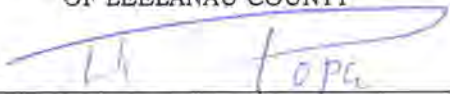
Commissioner comments:


Calhoun: asked what date the two new cab and chassis trucks were ordered. Johnson responded he sent out the award notice on January 8th.

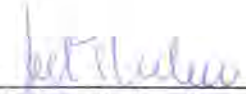
Popa: provided a draft letter to TC TALUS, M-22 Scenic Heritage Route Committee, and Leelanau County Emergency Management Services asking these groups to keep our membership active and that the Road Commission will not be attending their meetings on a regular basis. After further discussion, Johnson volunteered to contact each group and report the Board's intent and to also identify who the Road Commission's contact and alternate contact will be. Popa as main contact for TC TALUS (with Johnson as alternate) and Calhoun for M-22 Scenic Heritage Route Committee and Leelanau County Emergency Management Services (with Johnson as alternate).

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
John Popa, Chairman

By 
Jim Calhoun, Vice-chairman

Attest: 
Joel T. Nedow-Secretary to
the Board

February 3, 2015

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 1:00 p.m. on Tuesday, February 3, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa and Vice-chairman Jim Calhoun, Engineer-Manager James Johnson, Superintendent Dave Priest, and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as written.

Vouchers 37708 thru 37723 in the amount of \$58,750.21 were approved for payment.

Minutes from the January 20, 2015 regular session were approved.

Public Comments: None.

Correspondence: Nedow reported receiving notice from Kasson Sand and Gravel and P. K. Contracting offering to extend last season's prices for aggregate and highway painting for 2015. Item added to agenda under "New Business".

Management Reports:

Johnson:

-Glen Arbor Township has hired a consultant to help develop plans to safely route bicycle traffic along M-22 and possibly onto county roads.

-Johnson expects to have this summer's paving and seal coat list by the end of March or early April.

Priest:

-Crews have been busy cutting trees whenever it is not snowing.

-The second new Western Star plow truck has been delivered and should be ready to use by the end of the week once a used sander has been installed. Priest also reported employee Tim Eggert, who was out on medical leave, has returned to work this week at the Suttons Bay garage. Priest will also be looking to replace Jim Boomer, who is no longer employed by the Road Commission.

Nedow:

-reported this winter's lower fuel prices and a lack of snowfall is having positive impact on our winter budget. Should this trend continue, more money can be put into this summer's paving projects and/or seal coat operation.

Appointments:

Public hearing: proposed "Drive Permits & Land Development along unimproved roads" policy:

At 1:15 p.m. Popa opened the public hearing. After reading an opening statement on his interpretation of the proposed policy, Popa opened the floor to public comments.

Oral comments in favor of proposed policy: Jim and Melinda Lautner – Solon Township: Jim Lautner stated he uses Rudolph Road to access his field and when he runs his farming equipment on the road, there is no room to turn around should he meet an on-coming vehicle. Melinda also offered comments that traffic on Rudolph Road is sparse and she rarely sees others using the seasonal portion whenever she travels on it.

Written comments in favor of proposed policy:

Leelanau County Undersheriff Steve Morgan sent an email which stated *"We would echo the feeling that public safety and egress in and out would be our main concern with seasonal roads and the possibility of large gatherings for events on property off seasonal roads."*

The following people offered oral comments opposing the proposed policy:

Charlene Verschaeve – Kasson Township, Kathy Egan (Planner for Suttons Bay/Bingham Townships), Kriya Miller of Maple City (speaking on behalf of the Human Nature School), John Michael Musselman (applicant and founder of the Human Nature School), Dan Paulson, Thomas Hirsch, Gaia Nesvacil and Sue Green. Perspectives offered:

-proposed policy is vaguely written and confusing. Several pointed out the policy impedes those who own property along a seasonal road the ability to develop their property for commercial purposes despite variations from one seasonal road to another.

-how were the conclusions reached? Was traffic data gathered? How did the author of the policy conclude that widespread public opinion that the scenic nature of these roads should remain and that tree removal and road widening should not take place?

-the policy could make it difficult for township planning and zoning. Kathy Egan stated the Road Commission can only address what is in the road right of way as only the township has the authority to grant or deny a property owner's request to develop their property.

-concerns that many people who own land abutting seasonal roads are unaware of the proposed policy and many may be out of town for the winter or do not receive the local newspaper advertising the public hearing.

-Urged the Board to postpone their decision and to consider holding another hearing on the matter as this policy would apply to 66 miles of seasonal road within the county affecting a large group of people who may not know about what is being proposed.

-John Michael Musselman, who submitted the permit application to the Road Commission, expressed his willingness to work with the Road Commission to find a satisfactory solution that would allow him to pursue efforts to open the Human Nature School. With class sizes not expected to exceed 25-30 pupils, Musselman stated he would be willing to explore options to help minimize traffic associated with the school along the seasonal portion of Rudolph Road.

Written comments opposing the proposed policy:

Kriya Miller – Maple City: stated that while she supports the intentions of the policy, she has several concerns, including:

- foundation of the policy, which Miller stated is too variable and broad reaching, is a generalization which may or may not apply to all 66 miles of road.
- greatest concern is she feels aspects of the proposed policy contradictory. While allowing agricultural activities, it also allows commercial logging which is a commercial activity. Low impact businesses, such as day cares, pet sitting, and outdoor education centers would be prohibited, affecting those landowners who depend upon these activities for their livelihood, health and wellbeing.

Miller ended her letter by suggesting each applicant be evaluated on a case by case basis and to offer appropriate support to the landowners who the Road Commission serves.

Thomas Hirsch: owner of Bungalow Builders of Northern Michigan-Benzonia: As a green builder (US Green Building Council LEED Accredited Professional) Hirsch feels the broad, sweeping change the policy proposes could adversely affect some land owners along these roads along with stifling innovative environmentally and county-friendly enterprises to develop. Limiting property owner’s ability, in Hirsch’s opinion, to live and develop low impact environmentally sustainable business seems unfair. Hirsch suggested pursuing a more selective approach on a case-by-case review or some agreed upon low impact/beneficial metric can be developed and applied.

Mardi Black – Suttons Bay: While she supports policies that keep this county and countryside pristine, she feels the proposed policy is overbroad and does not consider viable alternatives to accomplish the intended results. In addition, she feels the policy generalizes the diverse conditions and circumstances that exist on the 66 miles of seasonal county roads; the language is not consistent and some aspects of the policy are contracting. She urged the Board to “take a step back, reschedule the public hearing, and allow more time for public input”.

Chelsea Nestor – Maple City: as a mother of two young children, Nestor feels the Human Nature School is important for young community members can grow to be willing caretakers of the land. While she opposes large and destructive commercial operations along the 66 miles of unimproved roads in Leelanau County, some operations, such as the Human Nature School, would be an asset to our community and not detract from the uniqueness and beauty of the area. She too urged the Board to postpone any decision regarding the policy.

Calhoun stated he would prefer to hold a second public hearing and to wait until a third Road Commission Board member has been appointed before acting on the proposed policy.

Motion by Calhoun, to schedule another public hearing at a later date to hear more public input. Calhoun’s motion died for lack of support and he withdrew his motion. Popa agreed to postpone further action until a later date. With no further comments offered oral or written, Popa closed the public hearing at 2:04 p.m.

Accept offer to extend 2014 prices for aggregate and highway painting: Johnson received notice from Kasson Sand & Gravel (aggregate) and P. K. Contracting (highway painting) stating they are willing to extend last year’s prices into this year. Johnson recommended accepting both offers, and that we would need to seek competitive bids this spring for emulsion, fuel and brine.

Motion by Calhoun, supported by Popa, to accept offers to extend last year’s aggregate and highway painting prices for 2015 from Kasson Sand and Gravel and P. K. Contracting as doing so would be in the best interests of the Leelanau County Road Commission.

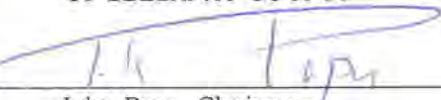
Ayes: Popa and Calhoun. Nays: None. – Motion is approved.

Public Comments: Thomas Hirsch offered additional comments on the proposed policy discussed earlier.

Commissioner comments:

With no more business to conduct, Popa adjourned the meeting at 2:10 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
John Popa, Chairman

By 
Jim Calhoun, Vice-chairman

Attest: 
Joel T. Nedow-Secretary to
the Board

March 3, 2015

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 1:00 p.m. on Tuesday, March 3, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa and Vice-chairman Jim Calhoun, Member Robert Joyce, Engineer-Manager James Johnson, Superintendent Dave Priest, Maple City Foreman Bruce Clark, Fleet Manager Dustin Albrecht, and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as written. Popa welcomed Joyce to the Road Commission Board.

Vouchers 37724 thru 37784 in the amount of \$328,394.32 were approved for payment.

Minutes from the February 3, 2015 regular session were approved. No minutes for February 16, 2015 rescheduled regular meeting; meeting was not held due to a lack of quorum.

Public Comments: None.

Correspondence: Popa acknowledged receiving one letter and an email. He feels the Board is not obligated to read correspondence in open session and he proposed continuing with the other items on the agenda. Calhoun and Joyce disagreed, stating they would prefer to have all letters and emails addressed to the Board read aloud during open session to be included in the public record. Popa complied and asked Nedow to read them aloud.

-letter dated February 3, 2015 from Rolf and Mari von Walthausen, who expressed their concerns with the proposed "Drive Permits & Land Development along unimproved roads" policy. While both agreed with the overlying premise of trying to protecting our unimproved roadways as well as public safety, they felt the policy itself offers no flexibility and does not clearly define what a commercial enterprise is. Both feel County government needs to encourage low-impact enterprises in Leelanau County whenever possible and they recommend a common sense approach instead of adopting a policy.

-email dated February 6, 2015 from Chelsie Nestor: Nestor expressed her disappointment that "not all of the letters sent to you were read during the (February 3, 2015 public hearing) proceedings. The people who wrote those letters expected their words to be heard." Nestor concluded her comments by stating her expectations that at future hearings, all ways of public participation, including written correspondence, be respected and presented appropriately.

2015 asphalt emulsion, brine and fuel bids:

At 1:05 p.m. bids for this year's asphalt emulsion, brine and fuel needs were opened and read. The results are as follows:

Asphalt Emulsion:

Vendors:	Terry Asphalt Materials	Bit-Mat Products	Asphalt Materials, Inc.
HFRS-2 Emulsion	\$1.8903/per gallon	\$1.988/per gallon	\$1.9176/per gallon
HFRS-2M Emulsion	\$2.1903/per gallon	\$2.288/per gallon	\$2.3176/per gallon
Optional bid:			
Fog Seal – CSS1h:	\$1.4403/per gallon		
Fasblack:	\$1.5903/per gallon		
Chiplock Fog seal:		\$1.438/per gallon	

Brine (per gallon):

Vendors:	Great Lakes <u>Chloride Sales</u>	Liquid Calcium <u>Chloride Sales</u>	Michigan <u>Chloride Sales</u>	Beckman <u>Production</u>
26% Calcium Chloride-spread	\$0.407	No bid	\$0.22	\$0.199
26% Calcium Chloride-storage	\$0.362	No bid	\$0.21	\$0.179
38% Calcium Chloride-spread	\$0.501	\$0.64	No Bid	No Bid
38% Calcium Chloride-storage	\$0.461	\$0.61	No Bid	No Bid

Fuel:

Vendors:	Bayshore Oil & Propane
Diesel-delivered into storage:	
-February 27, 2015 price/gallon:	\$2.1666
-Price over rack:	\$0.04
-Terminal location:	Muskegon
Diesel-delivered to skid tank:	
-February 27, 2015 price/gallon:	\$2.3266
-Price over rack:	\$0.20
-Terminal location:	Muskegon
Unleaded gas-delivered into storage:	
-February 27, 2015 price/gallon:	\$1.75
-Price over rack:	\$0.08
-Terminal location:	Muskegon

Motion by Calhoun, supported by Joyce, directing staff to review all bids to ensure specifications and requirements have been met and to award bids that would be in the best interests of the Leelanau County Road Commission. Ayes: Popa, Calhoun and Joyce. Nays: None – Motion approved.

Pending private road permit application: The Moorings Project – Elmwood Township:

Johnson reported attending a meeting between the developer and Elmwood Township when this 100 unit development was introduced. There will be two entrances to this project; one on M-72 and one on Carter Road.

As the entrance on Carter Road will result in a significant increase in traffic on Carter Road, Johnson recommended continuing the past practice of asking developers to voluntarily contribute matching funds to upgrade a county road in recognition of anticipated increase in traffic from new developments.

Motion by Calhoun, supported by Joyce, accepting Johnson's recommendation to continue the Road Commission's past practice of requesting a 50% matching funds to upgrade a county road impacted by new developments, and authorize Johnson to negotiate with the Moorings Project developer to contribute matching funds to upgrade Carter Road from the development entrance to M-22.

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

Management Reports:

Johnson:

-Reported an independent task force has been put together by Elmwood Township Supervisor Jack Kelly to study the M-22/Greilickville corridor to assess the feasibility of installing a traffic light at the Elmwood Township marina. The proposal could also include relocating the Grandview Road/M-22 intersection to align with the proposed light. Kelly will be presenting a proposal to the Elmwood Township Board to hire a private firm to conduct a traffic study of this corridor. The study would cost \$38,350, partially funded by a \$20,000 grant from Rotary Charities. Johnson will continue to monitor the situation as needed.

-Johnson supplied cost estimates to Glen Arbor Township for two proposed road improvement projects; Cheney Road and Miller Hill Road. In Johnson and Clark's opinions, paving Miller Hill Road would help solve a significant erosion problem which happens on a regular basis after each heavy rain. While other options are available which could address this problem area, Johnson recommended waiting for the Township to decide on which course of action they are willing to commit to.

-We are getting closer to imposing seasonal weight restrictions. While road heaving is already being seen on Bugai Road and other areas, Johnson expects restrictions will be imposed once the weather begins to warm up.

Priest:

-Crews have been busy cutting trees whenever it is not snowing. Calhoun thanked Priest for securing barricades for Leelanau Township Fire and Rescue which were used for crowd control for people viewing the ice caves offshore from Onommonee Road.

Albrecht:

Provided a report on his progress with various tasks. In regards to Popa's inquiry about inventory, Albrecht stated he is using up the existing stock and has implemented programs to reduce the need to carry a large parts inventory. A new battery program has begun where the vendor stores replacement batteries at each facility and the Road Commission is not charged until the battery is pulled off the shelf. Once inventory has been depleted and as soon as winter is over, Albrecht stated he will be addressing the obsolete stock in time, but ensuring road equipment is operational for the crew has a higher priority.

Albrecht then asked Popa to refrain showing up at the Suttons Bay garage on weekends when he is covering for Priest expecting to accompany a plow truck driver. Without advanced notice or authorization from the Superintendent or Engineer-Manager, Albrecht stated the request placed him in an awkward position.

Further discussion ensued whether the Road Commission's insurance carrier prohibits an elected official from riding in a heavy plow truck. Initial response from Nedow: an elected official is not considered an employee subject to insurance coverage and are therefore prohibited from riding as a passenger in our heavy trucks. However, a commissioner is covered by our policy when riding in a road commission pickup truck or passenger vehicle as operating these vehicles does not require a CDL.

As Joyce and Calhoun stated they both have experience operating heavy equipment, they do not sanction allowing passengers in the cab while operating the heavy vehicle as doing so is a distraction and a safety hazard. Both stated they feel a Road Commissioner's role as defined by the County Road Association handbook is limited to policy and budget and not with daily operations.

Nedow:

-proposal to replace the underground fuel tank at Maple City is ready to go out. In addition, Nedow reported the extreme cold weather caused the diesel fuel stored in the new above ground tank to gel. While the temperature has risen in the past few days to alleviate the problem, additives will be added to next winter's diesel shipments to prevent the fuel from gelling.

-provided preliminary copies of the Road Commission's audited 2014 financial statements as prepared by Anderson, Tackman and Company for the Board to review prior to the March 17th regular meeting. At that time, the Board will be asked to formally accept/approve the audit report and Act-51 report.

Proposed "Drive Permits & Land Development along unimproved roads" policy:

In light of the comments received at the February 3, 2015 public hearing and subsequent comments which Johnson felt were misdirected, he is recommending the Board take no action on the proposed policy at this time. Instead, he stated any issues that subsequently arise will be brought before the Board on a case-by-case basis as he does not feel comfortable issuing a permit that in his opinion, could compromise public safety or conflict with road standards.

Motion by Joyce, supported by Calhoun, to accept the Engineer-Manager's recommendation to take no action on the proposed "Drive Permits & Land Development along unimproved roads" policy at this time and instruct him to bring future instances the proposed policy was intended to address before the Board on a case by case basis.

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

Update Freedom of Information Act policy:

Nedow reported that in light of new legislation for PA 563 effective July 1, 2015, the Road Commission's FOIA policy should be updated. The proposed changes include limiting chargeable fringe benefits to 50% instead of the prevalent fringe benefit rate; invoices are to be broken down into 15 minute intervals, and copies are limited to ten cents instead of twenty-five cents.

Motion by Calhoun, supported by Joyce, to update the Road Commission's Freedom of Information Act policy as presented by Nedow.

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

Request to include administrative staff in group dental plan:

Deputy Clerk Herman sent an email to the Board asking the Board to include the administrative staff in the Road Commission's dental plan (including the Road Commission contribution toward the monthly premiums). Popa stated that while he does not object to the request, he would prefer to study the matter further so that the Engineer-Manager can determine whether or not the proposal should be included in future compensation adjustments. Joyce and Calhoun stated they support granting the request at this time.

Motion by Joyce, supported by Calhoun, to open the Road Commission's dental insurance plan to administrative staff that includes the Road Commission paying \$6.40 per week contribution toward the premium costs.

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

Public Comments: None.

Commissioner comments:

Joyce:

-Asked that in the future, all emails are to be sent to his road commission email and not to his personal account. He is aware of the provisions of the Open Meetings Act which he pledged to follow. Any discussions involving road commission business should be done during open session and he would prefer to avoid situations that give the appearance of impropriety or misconduct. Phone calls should be made to his cell phone and not to his personal residence.

Popa stated he was told by County Administrator Janik that two commissioners could discuss road matters outside a meeting. Calhoun stated he just covered this at a recent County Road Association meeting where he learned the contrary. Joyce agreed. Nedow stated that when two members of the Road Commission are together, in person, via telephone or by email, a quorum is present and anything discussed is subject to the Open Meetings Act. Johnson stated that Popa's understanding holds true for our County Board who has more than three members but not for a three member Board. Popa disagreed, stating he will contact Janik to ask him to attend a future Road Commission meeting to support what Popa was told.


-In regards to two former disgruntled road commission employees who have been stopping by Joyce's place of employment to complain, this will not be tolerated. Complaints are to be channeled to the Engineer-Manager and if the harassment continues, to make it clear that further disruptive behavior will not be tolerated, nor should they be allowed disrupt job sites or enter road commission property (other than the front office). While staff will be courteous in their response, there is a limit to what will be tolerated.

Popa:

-Asked Nedow to continue efforts to create an administrative handbook and to contact other road commission's to obtain a copy of their handbooks which could be used as references.


With no more business to conduct, Popa adjourned the meeting at 3:30 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
John Popa, Chairman

By 
Jim Calhoun, Vice-chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 1:00 p.m. on Tuesday, March 17, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa, Vice-chairman Jim Calhoun, Member Robert Joyce, Engineer-Manager James Johnson, Superintendent Dave Priest, Maple City Foreman Bruce Clark and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as written.

Vouchers 37785 thru 37825 in the amount of \$59,745.01 were approved for payment.

Minutes from the March 3, 2015 regular session were approved.

Public Comments: None.

Correspondence:

-Email dated March 4, 2015 from Sue Nichols addressed jointly to the Road Commission and to Glen Arbor Township Board asking both entities to address drainage and winter accessibility concerns for those who live on Miller Hill Road should the decision be made to pave this road. Nichols also asked for an open meeting with the landowners on Miller Hill to address their erosion concerns. Johnson reported speaking with Nichols recently about her concerns.

-Email dated March 13, 2015 from Barry Cutler, who resides on Cheney Road in Glen Arbor Township urging the Road Commission to pave Cheney Road so that we "don't have to continue to throw tax dollars away". Cutler asked the Glen Arbor Township Board members copied on this email to read Johnson's letter that was sent to Glen Arbor Supervisor John Soderholm in February 2015 listing several proposals for the township to consider.

-Email dated March 14, 2015 from Dave Kinsman, who resides on Cheney Woods Trail addressed to the Glen Arbor Township Board asking them to "revise the pending budget to include paving Cheney Road at the same time as Miller Hill Road."

Johnson stated no action is warranted until Glen Arbor Township reaches a decision on which project they wish to pursue.

-Letter dated March 9, 2015 from Omena resident Janet Dickerson asking how the decision is made to cut a tree, and "who makes the decision as to where, when and why trees are cut". Johnson provided a letter in which he responded to Dickerson's questions.

Presentation of 2014 audited financial statements: Postponed until the April 7, 2015 regular meeting. With the recent enactment of new audit standards, the auditing firm who audits the County's books is responsible to check component entity audits to ensure subsequent financial transactions/events having a material financial impact are disclosed for inclusion in the County financial statements.

Nedow reported the auditing firm hired to perform Leelanau County's 2014 financial audit reviewed a draft copy of the Road Commission's 2014 audit report earlier in the week and expressed concerns that our deferred revenue account is understated. (Specifically, our draft audit report does not include the final two quarterly payments of the State General Fund Appropriation disbursements totaling approximately \$125,000.00 scheduled to be paid in May and August 2015). The Road Commission's financial report had been prepared relying upon known auditing standards in place at that time. Since then, the Michigan Department of Treasury issued Numbered Letter 2015-1 which provided specific instructions to include the final two payments as deferred revenue. In order to comply with the new ruling, Nedow made the decision to postpone the audit report presentation so that our auditors can revise our audit report.

Management Reports:

Johnson:

-2015 annual material bid awards: For brine: Beckman Production named primary supplier with Michigan Chloride Sales backup provider; Asphalt emulsion: Terry Asphalt named primary supplier with Asphalt Materials secondary supplier; and Bayshore Oil and Propane awarded this year's fuel bid.

-Seasonal weight restrictions invoked on March 10, 2015.

-Another culvert failure has occurred, this time on Lingaur Road. Crews will replace this culvert (that rusted out) once weight restrictions are removed.

-Administrative wage adjustments: Johnson recommended a 6.0% was increase for all administrative salary associates effective March 6, 2015. This adjustment includes a 1.7% cost of living adjustment that is in accordance with the rate published by the Social Security Administration while the remaining 4.3% increase is a partial offset to compensate employees for their increased responsibility to fund healthcare expenses. Spending caps in place (including those dictated by the Michigan Legislature) preclude the Road Commission from directly funding the deductibles on behalf of the employees or paying higher premium rates to purchase a health plan with lower deductibles. In addition, the 6.0% raise Johnson proposed is the same percentage increase given to the bargaining unit on July 1, 2014 when the new collective bargaining agreement was ratified.

At first, Joyce stated he would prefer to study the proposal in more detail to determine if he feels merit increases are warranted, but after Johnson explained his proposal in greater detail, Joyce agreed to accept the recommendation as proposed.

Motion by Calhoun, supported by Joyce, to approve a 6.0 percent salary adjustment increase effective March 9, 2015 for the administrative employees. This adjustment mirrors the 6.0% pay increase granted to members of the bargaining unit on July 1, 2014.

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

Priest:

-Crews have been busy cutting trees and Priest anticipates he will begin spring sweeping soon. Calhoun thanked Priest for providing barricades for Leelanau Township Fire and Rescue which were used for crowd control for people viewing the ice caves offshore from Onommonnee Road.

Clark:

-Reported the water level flowing thru the culverts at Traverse Lake Road and CR-669 appear to be lower than last year. Clark also checked for drainage problems at the CR-675/CR616 intersection where ditching was done last fall is free of water problems this spring. While the culvert servicing the Kelderhouse Road area appears to be working, Clark reported the road should remain closed as the road bed is still under water.

In regards to Traverse Lake Road, Johnson reported Cleveland Township has been busy applying for grants to help pay for removal of the culvert running under Traverse Lake Road and replacing it with a bridge to span the creek. Also, the consultant hired by Cleveland Township is still working on a study to identify a proposal that best address this problem.

Nedow:

-As a follow up to discussion on Commissioners riding in Road Commission trucks while plowing snow, Nedow contacted the Road Commission's self-insurance pool and was told the following:

-While not encouraged, our Pool does not prohibit an elected official or non-employee from riding along as a passenger in a plow truck. However, the Pool strongly recommends acquiring a written waiver from any non-employee passenger wishing to ride in our heavy plow trucks (requiring a CDL), loaders, graders or specialized pieces of equipment during any road maintenance activities absolving the Road Commission and the Pool from any liability in the event of an accident and/or injury. Exceptions: cars and trucks that do not require a CDL to operate and riding in specialized equipment during non-maintenance activities such as parades or civic events.

-In the event the passenger is injured during snow removal operations, the Pool would subrogate any medical costs it incurs back to the passenger's auto insurance policy.

-Plowing snow and operating heavy equipment can be dangerous work requiring our drivers to remain attentive and aware of their surroundings at all times. Allowing a passenger to ride along could be distracting and possibly compromise the safety of the driver, passenger and the equipment.

Joyce proposed drafting a policy prohibiting non-employees and commissioners from riding in Road Commission heavy equipment based upon the reasons provided above. While Popa agreed that a policy should be drafted, he would prefer the policy include provisions to allow the media, commissioners and county commissioners to be a passenger providing a waiver absolving the Road Commission and our insurance pool of any liability is provided.

After further discussion, Nedow was instructed to draft a sample policy which the Board can review and modify if desired.

Proposal by Joyce to change meeting start times to evenings:

Joyce asked Popa and Calhoun to consider holding board meetings at night to accommodate those who work during the day and who cannot otherwise get time off to attend a road commission meeting during the day. Joyce's recommendation was not supported by Popa nor Calhoun as both provided reasons justifying their position. Joyce stated he understood but pledged to continue to bring this topic up in the future as he feels it is important to make Road Commission meetings accessible to more residents.

Written request dated March 5, 2015 from union steward Ron Howard asking the Board to reinstate the collection of union dues through payroll deduction:

Nedow was asked by Popa to read Howard's letter aloud. Howard, who was in attendance, orally reiterated his request citing the Road Commission had collected union dues in the past when the union membership was represented by the Governmental Employee Labor Council and previous union bodies. The Road Commission's legal counsel who negotiated the collective bargaining agreement between Teamsters Local #214 and the Road Commission, Thomas Derderian of Michael Kluck and Associates, suggested going into closed session to discuss the proposal.

Motion by Calhoun, supported by Joyce to go into closed session at 2:10 p.m. to discuss Howard's request with the Road Commission's legal counsel as protected by attorney-client privilege.

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

Popa then closed the regular meeting and entered into closed session.

At 2:40 p.m. Popa reconvened the regular meeting. Derderian, speaking on behalf of the Board, informed Howard that the Board is taking no action on his proposal at this time. Derderian and Howard then left the meeting to discuss the matter in private.

Public Comments: None.

Commissioner comments:


Calhoun: As annual township meetings are coming up, Calhoun was asked to attend Leelanau Township's meeting. He asked Johnson to update him on possible road projects in their township and whether the Road Commission is involved with trying to solve drainage problems at the M-22/M201 intersection on the south end of the Village when the road was resurfaced last summer. Johnson informed Calhoun that it is MDOT's problem to resolve.

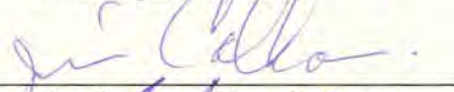
Joyce: Being a new member, Joyce expressed his thanks to staff for bringing him up to speed. He also asked Johnson for an update when this summer's asphalt bids list will be ready and when bids will be solicited. Joyce stated he is concerned that from what he is hearing from other contractors, the paving companies are already full for this summer's paving season. Johnson responded, stating the Road Commission normally solicits paving bids in April following the Township annual meetings when townships approve funds for summer paving projects. Joyce also expressed his opinion that the Suttons Bay buildings and grounds are aesthetically unsightly, and he would like to see the facility updated, including painting and landscaping. While staff expressed their willingness to comply, they informed the Board efforts to update the building and grounds had been discouraged by previous board member who believed funds should be spent on maintaining roads.


Popa: Provided Joyce and Calhoun with his thoughts on how a Board meeting is to be conducted and what procedures Board members should follow during a meeting and when interacting with the public on road commission matters outside of a meeting.


With no more business to conduct, Popa adjourned the meeting at 3:15 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
John Popa, Chairman

By 
Jim Calhoun, Vice-chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 1:00 p.m. on Tuesday, April 7, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa, Vice-chairman Jim Calhoun, Member Robert Joyce, Engineer-Manager James Johnson, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as written.

Vouchers 37826 thru 37847 in the amount of \$71,064.67 were approved for payment.

Minutes from the March 17, 2015 regular session were approved.

Public Comments:

-John Lesperance - West Cheney Road in Glen Arbor Township. As a member of "The Friends and Residents of Cheney Road" group, Lesperance informed the Board he was the author of the undated letter submitted to the Road Commission that included a petition signed by residents who reside on Cheney Road who do not want this road paved. The petition provided listed several reasons, including their belief that paving the road would change the landscape and nature of their neighborhood and paving it would invite more vehicular use which would be detrimental to those who use the unpaved road for recreational purposes.

-Steve Mikowski - Lake Leelanau resident: expressed his opinion that Michigan roads are not in terrible shape and no crisis exists that would justify increasing the Michigan sales tax referring to Proposal 1 on next month's ballot. He further opined that Michigan residents were conned into accepting the last sales tax increase and road agencies need to do a better job understanding what their priorities are.

Bid opening: new above ground fuel tank at Maple City garage:

At 1:10 p.m. bids were opened and read for installing a new 15,000 gallon above ground diesel fuel tank and fuel site and removal of the existing underground diesel fuel tank at Maple City:

Vendor:	R.W. Mercer-Gaylord	Oscar W. Larson-Gaylord	Rohr Gasoline-Byron Center
Bid:	\$144,900.00	\$158,551.00	\$143,566.50

Motion by Joyce, supported by Calhoun, directing staff to review each bid to ensure all specifications and requirements have been met and to award the bid that would be in the best interests of the Leelanau County Road Commission.

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

Correspondence:

Letter dated March 27, 2015 from Edward Timpf - MDOT Financial Operations: pursuant to Public Act 298 of 2012, in lieu of MDOT hiring auditors to comply with the new performance audit requirement, MDOT, with input from the County Road Association of Michigan and Michigan Municipal League, has established additional audit testing to be done by each road agency's certified public accounting firm with annual audits starting October 1, 2015 and after. The letter also included an overview/introduction of what will be required and how the results are to be reported.

In light of this new requirement, Nedow offered his recommendation that starting with the 2015 audit, the Road Commission should take over the responsibility of paying for audits in odd years instead of the County. Reasons provided:

As Leelanau County is under 50,000 in population, the Road Commission has been required to have an audit every other year. Decades ago, then Chairman Glen Noonan made an agreement whereby Leelanau County paid for the Road Commission's financial audit every other year. But starting in 2015, as performance audits will now be required, Nedow expressed his belief the Road Commission would be better served hiring an audit firm who has a good understanding how Road Commissions function which is essential for the performance audit to produce meaningful information.

Nedow also explained the working agreement he had made several years ago with past County Administrator David Gill to use whichever audit proposal was lower in cost in years when the County Board was scheduled to pay for the audit. This process was discontinued when Gill left office for unknown reasons even when the County's audit bid for the Road Commission was not the lowest.

Nedow stated his opinion that if both audit firms are deemed qualified and capable, accepting a higher audit bid is difficult to justify regardless which entity is paying. He then stated it is time to move forward for the Road Commission to secure and pay for our own financial audit each year. This would not exclude or assure either audit firm from consideration when seeking future audit proposals.

No action was taken at this time and Popa asked Nedow to keep this item on the next meeting's agenda.

Presentation of 2014 audited financial statements: Ken Talsma of Anderson, Tackman and Company presented the Road Commission's 2014 audited financial statements and Act-51 report to the Board for review and approval. This year's audit received an unqualified opinion, in which the financial statements present fairly, in all material respects, the financial position of the Leelanau County Road Commission. As in previous audits, the report includes an observation concerning segregation of duties associated with the tasks performed by the Finance Manager. This comment also includes a statement that the Board is aware of this weakness in internal controls, but the cost associated with implementing corrective measures (hiring additional staff to segregate the various accounting functions) outweighs the possible risks. The report also includes the observation that the 2014 Primary Road - Preventative Maintenance line item exceeds the Board's approved budget which is a violation of the Uniform Budgeting and Accounting Act, Section 16 of Public Act 2 of 1968 as amended.

The overage is due to a "paper entry" payment made after the last Board meeting in December by MDOT to a paving vendor by MDOT on behalf of the Road Commission for a federal aid project.

Nedow also reported Anderson Tackman and Company and the County's audit firm have resolved their differences in opinion on how to report the final two quarterly payments of the State of Michigan State General Funds Appropriation disbursements (scheduled to be paid in May and August of 2015) on the Road Commission's 2014 financial statement. As far as he is aware, all subsequent financial transactions/events associated with the Road Commission's audit that could have a material financial impact on the County financial statements have been resolved.

Motion by Calhoun, supported by Joyce to accept the audited 2014 financial statements as prepared and presented to the Leelanau County Road Commission Board by Anderson Tackman and Company LLC.
Ayes: Popa, Calhoun and Joyce. Nays: None. – Motion is approved.

Motion by Joyce, supported by Calhoun, to accept the 2014 State of Michigan Act-51 report as prepared by Nedow (Finance Manager) and reviewed by Anderson, Tackman and Company LLC.
Ayes: Popa, Calhoun and Joyce. Nays: None. – Motion is approved.

Management Reports:

Johnson:

-10C Rural Task Force will be meeting in Traverse City on April 28th to finalize projects. Johnson reported BATA is actively seeking to take more federal funds from road projects into public transportation than originally proposed.

-No response from "The Moors" developer whether there is any interest contributing funds to upgrade Carter Road. As construction has already commenced, Johnson will continue to work with the Elmwood Township Supervisor to pursue this request.

-Provided a list of summer primary and local road crack seal and sealcoat possible projects for the next two years, including a list of local roads for wedging. Johnson is also in the process of working with Solon Township on a proposal to pave Popa Road this summer. Bid list is expected to be ready by May 5th meeting.

-Spring road tour: planned for Wednesday, April 22, 2015 leaving the Suttons Bay garage at 7:00 a.m. Johnson will have a list of roads to view at that time.

-Announced accepting an offer to sell our surplus bituminous distributor, truck and chip spreader to Montcalm County Road Commission for \$45,000.00.

-Long ear bat: As of April 1, 2015 this species will be classified as a threatened species by the US Wildlife Department. There are no known active areas in Leelanau where roosting trees for this species are found.

-Weight restrictions: still on. While frost in the ground can still be found, removing restrictions is dependent upon warming weather returning. Johnson also reported the cost to accept and issue permits during weight restrictions for electric utility trucks have exceeded fees collected this spring.

-Johnson also received a letter dated April 1, 2015 from Robert O'Brien of Jozwiak Consulting requesting a variance to allow his client to build a commercial driveway with a twenty-four or a twenty foot wide throat for their proposed commercial driveway (Crooked Creek Ranch) accessing CR-643. The current Road Commission standard is a thirty foot wide requirement. The owners are concerned that building their driveway to the thirty foot throat width would require them to relocate two sections of fencing, cut more trees and do more excavating which they feel would affect their property's aesthetics. Johnson stated there is adequate room to build the driveway to Road Commission standards. Since there is no demonstrated hardship, it is his recommendation to deny the request.

Motion by Calhoun, supported by Joyce to accept staff's recommendation to deny a request for a variance as submitted by Robert O'Brien of Jozwiak Consulting on behalf of the owners of Crooked Creek Ranch, thus upholding the Road Commission's commercial driveway standard of a 30 foot throat with concrete curb radiuses.

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

Priest:

-Crews will start the Monday through Thursday summer schedule (10 hour days) starting May 4th.

-Due to the numerous spring activities needed to be completed, Priest is delaying opening Anderson Pit mining operations until May.

-MDOT - approved the Road Commission removing numerous dead trees along M-22.

-Cracks found on the boom support housing of the recently purchased Altec boom truck during a recent inspection are determined to be on the surface and do not compromise the integrity of the boom.

Nedow:

-Reported the Road Commission's telephone account with Century-link has been illegally hacked. Over \$1,500.00 in fraudulent long distance charges for calls to Cuba were placed. Nedow is in the process of working with the phone company to mitigate damages.

Proposed "Restrict Non-Employees Riding in Road Commission Trucks and Heavy Equipment" policy:

Nedow provided two versions to the Board to review; one he had drafted with staff recommendations and another version Popa drafted. Popa stated he had no problems with staff's version except he would prefer to remove the 24 hour advanced notice requirement.

Joyce disagreed, stating his viewpoint that only the driver should be in the cab of a plow truck during operation and staff has the capability to track where a plow truck will be so that a reporter can observe from a safe position.

Motion by Joyce, supported by Calhoun, adopting the "Restrict Non-Employees Riding in Road Commission Trucks and Heavy Equipment" policy as drafted and presented by staff at today's Board meeting.

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

Update existing Road Commission policies to reflect current job titles:

Popa had asked Nedow to update the Road Commission's existing policies to reflect our current job titles: specifically, change "Superintendent-Manager" to "Engineer-Manager" and "Clerk" to "Finance Manager". Nedow requested a motion from the Board authorizing these changes before complying with Popa's request.

Motion by Calhoun, supported by Joyce authorizing the Secretary to the Board (Nedow) to update existing policies to reflect current job titles (change "Superintendent-Manager" to "Engineer-Manager" and change "Clerk" to "Finance Manager").

Ayes: Popa, Calhoun and Joyce. Nays: - Motion is approved.

Uses of right of way by utilities (creek crossings):

Calhoun observed several instances where utility companies failed to place their lines at a safe depth especially in creek crossings. In this case, he would like to require them to drill horizontally under our roads well below the minimum depth and that this provision should be included in our permits. Johnson explained a minimum depth is already stated in our utility permits for new construction but it would be difficult to enforce for existing buried lines. As a suggestion, Johnson recommended requiring a utility company to remove their lines wherever we are excavating to ensure the proper depth is followed when the lines are replaced afterwards. Johnson instructed to investigate and possibly update our present permit language to include this provision.

Additional MERS funding:

Nedow suggested being more aggressive in paying down our outstanding pension liability for the closed defined benefit plan. By paying \$28,000.00 per month instead of \$23,828 per month, it is his belief the additional payment will significantly reduce the ten year accelerated payback period adopted last July. Other factors to support his proposal:

- Market conditions have been favorable as our pension investment earnings remain strong.
- The anticipated \$336,000.00 pension expense is historically in line with what we have paid in the past.
- MDOT will continue to participate proportionally in our efforts to reduce our unfunded pension liability.

While no objection was offered, Popa asked Nedow to explore the possibility of selling bonds as a means of reducing our unfunded pension liability.

Motion by Calhoun, supported by Joyce, authorizing Nedow to increase the Road Commission's fixed monthly employer payment to MERS of Michigan from \$23,828.00 to \$28,000.00 per month for the defined benefit pension plan in order to shorten the 10 year accelerated past service credit purchased payback period.

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

Public Comments: None.

Commissioner comments:


Calhoun: Calhoun announced he attended Leelanau Township's annual meeting and that their Board expressed interest in a possible road project for Freeland Road.

Joyce: Thanked Nedow for supplying the Board with laptop computers loaded with historic minutes, Board policies, and other Road Commission records which each member can easily access. He also expressed his appreciation to Priest for his efforts in keeping our roads in great shape.

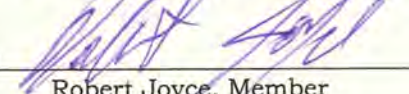
Popa: Acknowledged receiving "Commissioner Code of Conduct" provided from Johnson which the Board could consider adopting.

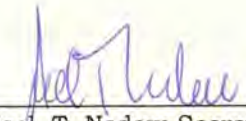
With no more business to conduct, Popa adjourned the meeting at 3:03 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
John Popa, Chairman

By 
Jim Calhoun, Vice-chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 1:00 p.m. on Tuesday, April 21, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa, Vice-chairman Jim Calhoun, Member Robert Joyce, Engineer-Manager James Johnson, Superintendent Dave Priest, Maple City Foreman Bruce Clark and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as written.

Vouchers 37848 thru 37887 in the amount of \$232,162.06 were approved for payment.

Minutes from the April 7, 2015 regular session were approved.

Public Comments:

Don Kiessel of Kiessel Farms: Kiessel, who owns property on Donner Road and CR-633, asked the Board if they would consider granting a variance so that he can erect fencing within the road right of way on Donner Road to keep deer out of his property. He further indicated Engineer-Manager Johnson was reluctant to grant permission which is why he is petitioning the Board directly. Not seeking an immediate answer, Kiessel stated he understands that if any part of his fence is damaged during road maintenance activities, he would be responsible for any repairs. After further discussion, Kiessel was asked to submit a formal appeal to the Board who would render a decision at their May 5th regular meeting.

When prompted by Maple City Foreman Bruce Clark, Kiessel also informed the Board something needs to be done on Whittaker Road. When CR-633 was resurfaced in 2007, the road shoulder was raised, making it more difficult for his semis to drive onto CR-633 when fully loaded. He is asking the Road Commission to create a flat spot where Whittaker Road (which is not paved) meets CR-633 which in his view, would help alleviate his concerns.

Steve Mikowski: offered his views on several topics discussed during the April 7th and March 24th Road Commission meetings as reported in the meeting minutes. He offered his support of Joyce's suggestion to hold night time Board meetings and he encouraged the Board to continue further discussions on this.

Don Welch of Empire Township: Welch read from a written statement (copy on file) in which he encouraged the Road Commission to be more proactive and professional in communicating with township officials and with the public instead of having informal general oral discussions. Welch stated each year he had petitioned Empire Township Board about resurfacing Welch Road from CR-616 to M-109. He had also attended several Road Commission meetings in the past asking for support to this request. He then placed a chunk of asphalt on the Board table which he claimed he had picked out of his yard as proof that Welch Road is deteriorating. He also stated as Empire Township recently earmarked funds to resurface Welch Road, he would like to see the paving "match up" to the paving done last summer on east segment of Welch Road which is CR-616 (From M-22 to Welch Road) which includes paved shoulders which he feels is needed to accommodate the increase in bicycle and pedestrian traffic associated with the Heritage Trail. He also suggested Harriger Road (CR-616) should be "tee'd" at Welch Road with a stop sign on the south end.

Correspondence:

Popa read a brief note from Gary Lingaur, who thanked Johnson for his efforts to help him with a land division application to divide the family farm to accommodate his brother.

Management Reports:

Johnson:

-Stated he will be attending a study session with representative from the Little Traverse Lake Property Owners Association (LTLPOA), Cleveland Township and the National Park Service later today to hear what Cleveland Township's consulting engineer is proposing to improve Little Traverse Lake drainage thru our culverts at Traverse Lake Road and CR-669.

-MDOT road inspection: scheduled for May 6th, staff and MDOT officials will be inspecting the Trunkline roads to help prioritize Trunkline budget use during the current fiscal year.

-Township road projects: Solon Township has indicated interest in a road project on Popa Road and Empire Township indicated they have funds for two projects: Welch Road and LaCore Road. Johnson stated LaCore Road will include paved shoulders so that traffic from the Heritage Trail can safely travel to the Village of Empire limits. Once paving bids have been received, cost share agreements with both townships will be prepared and submitted to each board for approval.

-The Stallman/McKeese Road BIA project is progressing. While utilities will need to be relocated, Johnson expected to solicit paving bids for this project soon.

Priest:

-Seasonal load limits on most county roads had been discontinued last Monday and restrictions on those remaining roads will be lifted soon.

-Two new cab and chassis have been delivered to Grand Traverse Diesel Service who will get both trucks ready so that they can be delivered to Truck and Trailer in Boyne Falls for equipment installation. Priest expects both trucks to be completed in time for us to use later this fall.

-The crew has been diligent in working on a large backlog of tree removal along M-22. Cleanup will continue for another week or two before shutting this operation down until fall in favor of other needed seasonal work.

Clark:

-Asked the Board to take a close look at Miller Hill Road during tomorrow's road tour as Clark feels a road project is needed to address drainage on this road.

-Collapsed culvert on Solon Road has been replaced. Work crews will soon install replacement culvert on Popa Road.

-CR-667/CR-616 intersection in Maple City: Clark is recommending addressing parking here as it is difficult for our trucks to turn when vehicles are parked there. Joyce recommended painting parallel parking spaces on the pavement and installing signage as a way to address the matter.

-sand piles placed in the Division Street road right of way in Burdickville: Clark reported the contractor who placed these piles in the road is presently removing them and Joyce pointed out the same contractor is making a similar mess on Lakeview Road which staff should look into.

Nedow:

-Above ground fuel tank/remove old underground tank Maple City: Nedow reported awarding the bid to Rohr Gasoline Service of Byron Center as they were the lowest bid who met our specifications. The new 15,000 gallon tank has been ordered and construction is expected to begin in mid-May with a June 15th anticipated completion date.

-Interior front office painting is expected to begin next week.

-Using bonds to pay Road Commission's unfunded defined benefit pension liability: after speaking to County Treasurer John Gallagher III, Nedow learned this option is not recommended due to the high costs associated with issuing and administering bonds as well as the 2.0% - 3.0% interest charges the Road Commission would have to pay each year until the bonds are repaid. While MDOT participates proportionally with our accelerated pension payments, they would not with bond related costs. Therefore, Nedow stated bonding does not appear to be financially advantageous and we should continue our current pension payment practice.

Request for Road Commission to select/pay for financial audits every year:

No action was taken as Popa stated he would prefer fully understand the request before discussing the matter with County Administrator Janik which he feels is needed to ascertain if there are any issues he is unaware of before making a decision. Joyce stated his preference to make a decision at the next Road Commission meeting.

Status of proposed Leelanau Area Public Works Mutual Aid Agreement:

Joyce asked to discuss this agreement. After speaking to Superintendent Priest, he believes this agreement would be mutually beneficial to both the Road Commission and to the Village of Suttons Bay. Johnson stated he had sent a copy to Leelanau County Prosecutor Joe Hubbell to review last spring but he did not receive a response. However, he did propose sending a copy to an attorney Johnson recently found so that the agreement can be reviewed to ensure signing it would be in our best interests. When questioned, Joyce stated that since the proposal was introduced last spring, only the Grand Traverse Band of Ottawa and Chippewa Indians have expressed any interest. After further discussion, Joyce stated he will provide a copy of the agreement to Johnson who will forward it to an attorney to review.

Leland River Club development – Leland courthouse property:

In an email dated March 25, 2015 from Johnson to Leland Township Zoning Administrator Tim Cypher, Johnson provided comments regarding the proposed project, including the need to resurface Chandler Street and Grand Avenue after construction activities at the development are completed. Johnson's email ended with a reminder that it is our practice to ask either the Township or the developer to provide 50% of the cost to upgrade both roads. In response to Johnson's email, the project developer issued a letter dated April 14, 2015 in which they feel it is up to the Road Commission and Leland Township to repair the roads if their existing condition is poor.

The Leland Township Zoning Committee is holding a public hearing on April 22nd to hear input on the developer's request to change some of the township's zoning ordinances needed to accommodate his proposed design. Johnson asked the Board to review and support his recommendations which will be forwarded to Leland Township Zoning Administrator Tim Cypher.

Motion by Calhoun, supported by Joyce accepting the Engineer-Manager's recommendations regarding the proposed "Leland River Club" development:

-Single family residential driveway entrances and driveway entrances serving duplex units must be at least 12 feet wide with a 15 foot radius on each side of the entrance. There must be adequate space for the resident to turn their vehicle around within the driveway so that it is not necessary to back into to street when exiting the driveway.

-Driveway entrances serving more than 2 residences shall be at least 24 feet wide with a minimum 20 foot radius on each side of the entrance. A paved surface is required. There must be adequate space for the resident to turn their vehicle around within the driveway so that it is not necessary to back into the street when exiting the driveway.

-Driveways shall be graded to preclude runoff of water into the street, including water draining from roofs.

-The pedestrian easement between Chandler Street and Grand Avenue must be preserved, properly constructed and maintained, or an alternative route must be established.

-The existing sidewalk at the recently constructed duplex unit on the east side of Grand Avenue is too high and must be replaced. The driveway grades at this unit must also be corrected to meet current standards.

-Any modifications to the existing storm water collection and conveyance along and through this property must be provided by the developer and be acceptable to the County Drain Commissioner. Maintenance of this collection and conveyance system must be the responsibility of the developer and their successors/heirs. A process must be in place to provide financial assurance this will continue, including the ability for the Drain Commissioner to order necessary work and collect the cost from successor owners.

- The Road Commission and Leland Township officials have had significant discussion about the condition of Chandler & Grand (from River Street southerly to the south boundary of this proposed development) and the need to resurface both streets after further construction truck damage and the new project is complete. Our current policy is to provide 50% of the expense, with the remaining 50% coming from either the Township, the developer, or some combination. You may wish to explain this issue to the developer and discuss who will provide these 50% matching funds.

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

Popa provided a recap of topics covered at last week’s County Road Association 47th Annual Commissioners’ Seminar.

Public Comments:

Mikowski: provided his thoughts on the Leland Township-public hearing scheduled for tomorrow night as well as the importance of understanding crisis management. He also suggested Popa should attend a meeting of the Republican Party this Thursday when many county township supervisors will be present as that would be a good time to present his Power-point presentation.

Page 4 (Continued)

Welch: suggested the CR-667/CR-616 intersection in Maple City should be a three way stop. He also reiterated his request to include shoulders when paving West Welch Road.

Commissioner comments:

Joyce: stated his intent to continue to push for night-time Road Commission Board meetings and asked Popa and Calhoun to take a long hard look at the proposed Leelanau Area Public Works Mutual Aid agreement.


Popa: stated he will be unavailable on May 19th and asked to reschedule that meeting to May 18th instead.


Motion by Calhoun, supported by Joyce, to reschedule the Tuesday, May 19th regular meeting to Monday, May 18, 2015 at 1:00 p.m.

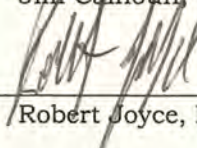
Ayes: Popa, Calhoun and Joyce. Nays: None. – Motion is approved.

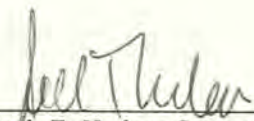
With no more business to conduct, Popa adjourned the meeting at 2:45 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
John Popa, Chairman

By 
Jim Calhoun, Vice-chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

April 22, 2015 Road Tour:

The Road Commission conducted a tour of roads in Leelanau County on April 22, 2015. Present were Chairman John Popa, Vice-chairman Jim Calhoun, member Robert Joyce, Engineer-Manager James C. Johnson and Superintendent David Priest. The group left the Suttons Bay office at 8:00 a.m.

The tour included a review of the following sites:

- Traverse Lake Road - Proposed bike trail along Traverse Lake Road
- Frost Heave on Traverse Lake Road
- Shalda Creek culvert under Traverse Lake Road
- CR 669: Shalda Creek culvert under CR 669
- Basch Road – ongoing maintenance difficulties on Seasonal Road
- Port Oneida Road – high water table from rainfall & beaver activity
- Kelderhouse Road – flooded from beaver activity
- Miller Hill Road – possible paving project for erosion control
- Cheney Road – possible paving project for erosion control
- Fisher Road, Northwood Drive and Lake Street – anticipated bicycle traffic from SBHT gap-out
- CR 677 hill at M-22 – ongoing citizen concerns about safety
- Welch Road – possible project with Empire Township
- LaCore Road – possible project with Empire Township – bicycle traffic
- Gilbert Road – settlement with “Wings of Wonder”
- Gilbert Road and Lanham Road – Seasonal Road, possible driveway access issues
- Kasson Center Road – Also possible driveway access issues
- Kasson Center Road – certified road that cannot be travelled
- Bright Road – certified road that cannot be travelled
- Tager Road, Cate Road – Seasonal Roads, possible access issues
- Rudolph Road – Seasonal Road, possible access issues
- Mikowski Road – Seasonal Road, court settlement, access issues
- Amore Road – Seasonal Road, access issues
- Lavassar Road – Seasonal Road

The tour ended at the Road Commission office in Suttons Bay at 11:30 a.m.

Respectfully submitted, James C. Johnson, Engineer-Manager

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 1:00 p.m. on Tuesday, May 5, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa, Vice-chairman Jim Calhoun, Member Robert Joyce, Engineer-Manager James Johnson, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as written.

Vouchers 37888 thru 37911 in the amount of \$53,733.63 were approved for payment.

Minutes from the April 21, 2015 regular session and April 22, 2015 road tour were approved.

Public Comments: None.

Correspondence:

-Letter dated April 27, 2015 from Village of Northport Administrative Coordinator Frank Goodroe to members of the Northwest Michigan Rural Transportation Committee 10C Task Force (with copy to LCRC). In his letter, Goodroe is recommending a percentage of the overall federal aid allocated to Leelanau County be annually pledged to BATA along with inclusion of eligible projects for the County's incorporated villages. He provided a list of projects for Northport and surrounding area which he would like to see included. Johnson explained that at a meeting this past winter, he tried to explain to Goodroe that the Village of Northport does not have any eligible streets or roads that qualify for this category of federal aid funding. In addition, Johnson informed the Board that BATA is actively pursuing efforts to secure a large portion of Leelanau County's annual federal aid allocation which is expected to be discussed at the next 10C meeting. Johnson will be contacting Goodroe to reiterate his previous explanation and to let Goodroe know that the projects listed in his letter do not qualify for federal aid funding.

-Letter dated April 27, 2015 from Donnie Kiessel, owner of Kiessel Farms who repeated his April 23rd oral request to fix the approach on Whittaker Road where it meets Center Highway (CR-633) so that large semis can safely exit onto the highway. Johnson stated he and Priest will meet with Kiessel on location to discuss possible solutions.

-Letter dated April 30, 2015 from Leland Township resident John Woods, who asked the Road Commission to enforce the clear vision designation of the M-204/M-22 intersection in Leland Township. Woods reported drivers are using this area as a parking lot and she suggested erecting barriers and seeding the area. After further discussion, Priest stated he will bring Wood's observations to MDOT's attention during the upcoming MDOT road inspection.

Management Reports:

Johnson:

-Reported the report prepared by Cleveland Township's consulting engineer proposed to remove the culverts at Traverse Lake Road and CR-669 and span both creeks with small bridges. The consultant estimated a cost of \$800,000.00 or more. While Cleveland Township has applied for federal grant funds, local cost participation will be required. While Johnson did not commit any Road Commission funds toward this project, he believes reconstructing the approaches at both sites is likely to be costly due to poor soil conditions. After further discussion, Johnson was asked to forward an electronic copy of the report to the Board for their review.

-Bids for the McKeese/Stallman Road BIA project will be opened and read at the May 18th regular meeting.

-10C Task Force: at last week's regional meeting attended by Priest, BATA was able to change the group's bylaws allowing them to be an officer. Priest reported a second proposed change to the bylaws whereby \$100,000.00 of the annually allocated federal funds would be pledged to BATA each year was delayed. Johnson stated BATA is pursuing this course of action in order to address significant financial difficulties with their operations.

-Road tour follow-up: Johnson asked the Board if there is any resistance to proceeding with a road project for Miller Hill Road regardless if Glen Arbor Township agrees to provide matching funds. After discussion, the Board members concurred they felt that fixing the road now to prevent future washouts would save money in the long run.

Priest:

-Sweeping has been completed and crews have been busy blading gravel roads, replacing failed culverts (Lingaur Road) and tree work. In addition, the weather is warm enough to begin crack sealing.

-Heard request from Joyce to investigate signage on Smith Road. Joyce suggested the No Trespassing sign posted at this road end should be removed as he believes the road extends to the water. Johnson stated he would investigate the matter and report back to the Board.

-Announced re-hiring former Suttons Bay employee Gerald Patterson as of April 20, 2015.

Request for Road Commission to select/pay for financial audits every year:

Popa stated he met with County Administrator Janik, County Clerk Crocker and Chief Staff Accountant Zywicki who told him the County had signed a five year audit agreement with Rehmann Group which Popa stated included the Road Commission which the County was obligated to pay for whether Rehmann performed the odd-year audits or not. As such, he would prefer to not change the audit process.

When questioned, Rehmann Principal Stephan Peacock clarified Popa's statement by saying the agreement included a price for the Road Commission audit in odd years only and should the Road Commission decide to go out on their own and select a different audit firm Rehmann would not perform a second, separate audit nor would they charge the County for what was quoted for the Road Commission. If the Road Commission decides to hire Rehmann for even-years, Peacock would have to provide a separate quote. After further discussion, no action was taken upon the request

Status of proposed Leelanau Area Public Works Mutual Aid Agreement:

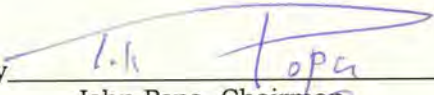
Johnson reported a copy of the proposed agreement was forwarded to an attorney for review and that he expects to have a response before the May 18th regular meeting. Popa asked if other Road Commissions have similar agreements and Nedow responded he would send out an inquiry to find out. Nedow also mentioned we have a mutual aid agreement with Grand Traverse County Road Commission which he will provide a copy to the Board after the meeting. Calhoun stated the agreement looks good but would be interested to know who else has agreed to adopt the agreement.


Public Comments: None.

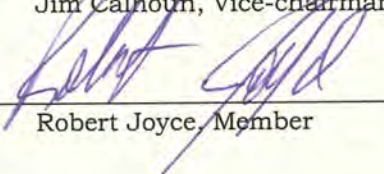
Commissioner comments: None.

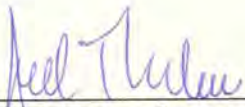
With no more business to conduct, Popa adjourned the meeting at 1:49 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
John Popa, Chairman

By 
Jim Calhoun, Vice-chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 1:00 p.m. on Monday, May 18, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa, Vice-chairman Jim Calhoun, Member Robert Joyce, Engineer-Manager James Johnson, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as written.

Vouchers 37912 thru 37954 in the amount of \$139,416.45 were approved for payment.

Minutes from the May 5, 2015 regular session were approved.

Public Comments: Suttons Bay Village Manager Wally Delamater asked to discuss whether improvements would be required for two driveway entrances accessing the Village's Wastewater Site Storage facility where a building addition is being constructed. Delamater agreed to postpone further discussion until later in the meeting.

Appointments: At 1:05 p.m. bids for this seasons asphalt paving projects were opened and read. The results are:

-Contractors submitting bids-

<u>Project:</u>	<u>DJ McQuestion</u>	<u>Elmers Crane & Dozer</u>	<u>Rieth-Riley</u>	<u>ATP Precision</u>
BIA: McKeese Road resurfacing and culvert replacement:	\$943,955.07	\$887,463.80		
Project 1- CR-616/Welch/LaCore:		\$95,628.50	\$110,073.00	\$956,039.80
Project 2-Popa Road:		\$59,414.25	\$66,832.50	No bid
Project 3-Solon Road:		\$39,921.00	\$43,435.00	\$39,725.00
Project 4-Stocking Rd & Skyline Dr:		\$30,478.00	\$35,819.00	No bid
Project 5-Sullivan Woods/Novak Rd:		\$35,357.10	\$40,983.00	No bid
Project 6-Maple Valley Road:		\$61,560.60	\$69,430.50	\$65,712.00
Project 7-McAllister Rd and Smith Rd:		\$72,098.00	\$82,875.00	No bid
Project 8-Casperson Road:		\$14,669.45	\$18,769.50	\$17,748.25

After hearing the bids, Joyce stated he would prefer to award the paving bids to one vendor and he voiced his opinion that staff should consider the quality of workmanship and not just price when evaluating bids.

Motion by Calhoun, supported by Joyce, directing staff to review all bids to ensure all specifications and requirements have been met, and to award the bid(s) that would be in the best interests of the Leelanau County Road Commission.

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

Correspondence: A notice dated May 12, 2015 from the County Road Association announcing a new sub-committee called AVL/GPS Systems has been created to explore the use of auto vehicle location/global positioning systems on equipment deployed on the state Trunkline system. The letter asked all CRA members to respond to a survey by May 22, 2015 so that the committee can determine the level of use of this technology on county road networks. Johnson stated he had replied to the survey on our behalf.

Public comment (continued):

(Citing a conflict of interest, Joyce stated he is excusing himself from any discussion regarding this matter.)

Village of Suttons Bay Manager Wally Delamater stated the Village is constructing a new storage building at the Richter Road wastewater treatment site. Preliminary design plans included resurfacing the existing north entrance to the facility. However, when Delamater submitted a driveway application to the Road Commission, he was told by Johnson that both driveways needed to be upgraded to include concrete curbs in order to comply with the Road Commission's commercial driveway standards. Delamater questioned why concrete curbs would be required and stated any supporting documentation he could locate on the Road Commission's website is vague and inconclusive. He pointed out the Village had built the existing south driveway in 2005 and the requirements on the permit secured by the Village from the Road Commission how to build the driveway were followed. When Johnson had concluded the new addition constituted a change in use, thus requiring both driveways to be updated to current commercial driveway standards, Delamater disagreed, stating the new building is to store unused equipment only and that there is no change in use.

He also stated his opinion that the Road Commission should have a clear concise and comprehensive policy defining our commercial driveway standards. As for the north driveway, Delamater stated he would be willing to block off and discontinue further use of it as the pavement there had broken up due to spring frost heave. Popa and Calhoun stated that they were satisfied the proposed construction did not constitute a change in use, and since the south driveway had been constructed to our original commercial driveway requirements in 2005, upgrading it would not be required. However, should the Village determine the north driveway is needed, that driveway would have to be upgraded to current commercial driveway standards, including concrete curb. Johnson was instructed to issue the appropriate authorization for the south driveway summarizing the agreed upon conditions.

Management Reports:

Johnson:

-Confirmed that recent soil borings around the culvert at CR-669 confirmed the existence of thick layers of marl and muck which would have to be removed if the existing culvert is pulled. Popa suggested soil borings should be done at the CR-641 "Slideway" north of CR-618 as well.

-Culvert under Traverse Lake Road: Johnson stated Cleveland Township Supervisor Stein is continuing his efforts to secure a federal grant to help pay for replacing this and the culvert at CR-669. However, he also stated the process is long and arduous and that construction, if desired, would likely not happen for at least 24 months. Popa stated he would prefer not to spend our funds on this project and suggested exploring the possibility of removing the culvert that runs under Traverse Lake Road and not replace it, thus closing the road to through traffic. Johnson reminded Popa that doing so would leave twelve homes on Traverse Lake Road without winter snowplowing service as there is insufficient room for our heavy trucks to safely turn around at the creek.

Priest:

-Crack filling is continuing and crews are also busy with ditching and patching roads.

Nedow:

-Provided two financial reports for the Board to review.

Status of proposed Leelanau Area Public Works Mutual Aid Agreement:

Johnson reported receiving a legal opinion on the proposed agreement that he shared with the Board that questioned whether the provisions of the proposed agreement adequately addressed liability exposure. The attorney who provided the opinion has been in contact with the Road Commission's insurance pool who offered to review the proposed agreement. While Joyce and Delamater stated their opinions that the proposed agreement would not expose the Road Commission to additional liability, Nedow suggested delaying further action pending a response from MCRCSIP.

Public Comments: None.

Commissioner comments:

Calhoun: Asked for updates on the following:

-When two new cab and chassis will be delivered to Truck & Trailer - Boyne Falls. Priest stated he will confer with Fleet Manager Albrecht to find out when this is expected to happen.

-Update on the Maple City above ground fuel tank project: Nedow reported the 15,000 gallon fuel tank, ordered in mid-April, takes eight weeks to manufacture. Once a delivery date is determined, construction will begin around mid-June.


-Status of special permits: Johnson acknowledged his processing time needs to improve but anticipates all outstanding permits should be issued by the end of the week.


Joyce: asked Johnson to pursue developing a commercial driveway policy as soon as possible. He too stated an improvement is needed for processing permit applications in a timely manner.

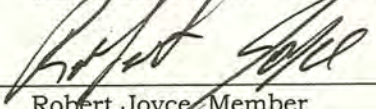
Popa: discussed attending the Paul Bunyan meeting this Thursday in Cadillac.-

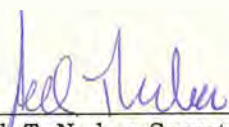
With no more business to conduct, Popa adjourned the meeting at 2:40 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
John Popa, Chairman

By 
Jim Calhoun, Vice-chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

A special meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 8:00 a.m. on Tuesday, May 27, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa, Vice-chairman Jim Calhoun, Member Robert Joyce, Engineer-Manager James Johnson, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joe Nedow. Also present: Matt Meyers and his son Keegan Meyers.

Public Comments: None.

The special meeting was requested by M-22 Challenge coordinator Matt Meyers through Board member Robert Joyce.

To start the meeting, Popa informed Meyers what issues he would be willing to discuss and those he would not tolerate. If the discussion became accusatory, Popa stated he would end the meeting immediately. While he had no problem granting Meyers request for a special meeting, her would have preferred him contact staff directly to try to work out any unresolved issues without Board involvement. Popa also stated he would not be willing to postpone the project citing this summer's full work load.

Meyers opened the meeting by stating he asked to meet with the Board to discuss the impact of the CR-616 construction project that will interfere with the planned route of the M-22 Challenge scheduled for June 13, 2015. Meyers had submitted his permit application to the Road Commission this past March but has yet not received his approved permit. When he was asked to re-submitted his application in mid-May (the original had been misplaced), Johnson had informed him of the CR-616 road project that is scheduled to start two weeks prior to his event. Meyer expressed frustration that this was not disclosed during a pre-planning meeting held earlier this spring. As re-routing the participants to bypass CR-616 and use M-22 would not only increase the length of the race by several miles, it would also require him to alter the MDOT permit and absorb additional cost for the police and EMS support. As such, he would prefer to find some way to use CR-616 as originally proposed.

Further discussion ensued. When questioned if the racers could tolerate a hard packed gravel surface if CR-616 was opened, Meyers stated that a gravel surface would be unsafe for the participants due to the narrow bicycle tires used by the participants. Keegan Meyers asked if it would be possible to leave one side of pavement on CR-616 ten feet wide undisturbed which the racers could use while continue construction activities on the other side. After consulting with Priest, Johnson acknowledged it would be possible if would not be difficult for our work crew to shift their attention to work on Welsh Road and other aspects of the project. Meyers stated this solution would be satisfactory to him and he thanked the Board and staff for their assistance.

Public Comments: None.

Commissioner comments:

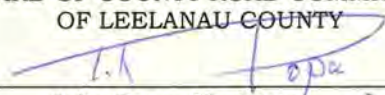
Joyce:

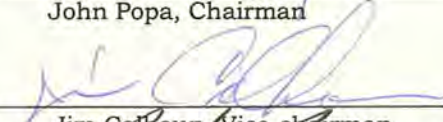
-Stated he is embarrassed that the M-22 Challenge permit and other permit applications are not being processed in a timely manner. He feels there is no reason why any permit cannot be processed in under thirty days.

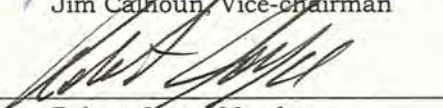
-In an email dated May 19, 2015 sent to each Board member, Meyer expressed his frustration that the CR-616 road project is interfering with the M-22 Challenge and how long it is taking for his permit to be issued. Popa had responded via email to Meyer without consulting the other Board members or including them on this response. Joyce told Popa he should not respond on behalf of the Board without first consulting with Calhoun and himself, and to include all Board members on any correspondence/discussions pertaining to Road Commission matters.

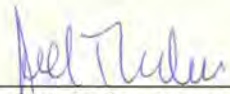
With no more business to conduct, Popa adjourned the meeting at 8:30 a.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
John Popa, Chairman

By 
Jim Calhoun, Vice-chairman

By 
Robert Joyce, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 1:00 p.m. on Tuesday, June 2, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa, Vice-chairman Jim Calhoun, Member Robert Joyce, Engineer-Manager James Johnson and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Popa asked to include multiple "roundabouts" proposed to be built in Traverse City under "New Business" and Nedow asked to include letters sent by CRASIF and MCRCSIP under "Correspondence".

Vouchers 37955 thru 37993 in the amount of \$133,785.70 were approved for payment.

Minutes from the May 19, 2015 regular session and May 27, 2015 special meeting were approved.

Appointments: None.

Correspondence:

-Letter dated May 28, 2015 from the Michigan County Road Commission Self-Insurance Pool asking the Board to vote for two At-Large positions on the 2015 Board of Directors ballot included with the letter. Deadline for returning this ballot is July 15, 2015.

-Letter dated May 26, 2015 from the County Road Association Self-Insurance Fund asking the Board to vote for three candidates for the CRASIF Board of Trustees. Deadline for returning this ballot is July 1, 2015.

Nedow asked the Board to review the list of candidates for both elections and to be ready to discuss who they wish to cast ballots for at the June 16, 2015 regular Board meeting.

Management Reports:

Johnson:

-Crews have started prep work on LaCore Road with paving expected soon. This project started early to coincide with the Village of Empire using the same contractor to pave LaCore Street. Work is also progressing on CR-616 and Welch Road in Empire Township.

-Requested the Board to approve a proposal from Gosling Czubak for construction engineering for the McKeese Road BIA reconstruction project. As the proposal, quoted not to exceed \$94,960.00 is above the Engineer-Manager's approval level, Johnson asked the Board to accept the proposal. The Board agreed with the request, and asked Nedow to review the proposal to ensure there are no cash flow issues. Nedow stated he did not have a problem with the proposal but due to the large cost associated with this project, he is asking Johnson to make certain reimbursement requests are submitted to the Grand Traverse Band of Ottawa and Chippewa Indians in a timely manner during a time when our cash balance is low.

Motion by Joyce, supported by Calhoun, authorizing Johnson to sign proposal from Gosling Czubak (not to exceed \$94,960.00) for McKeese Road construction engineering design services.

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

-June 9, 2015 10C Rural Task Force meeting: Johnson reported BATA is still attempting to gain support within the Task Force to secure an annual allocation of one-third for public transportation which Johnson stated would significantly reduce our future federal aid in the future.

Motion by Calhoun, supported by Joyce that the Board of County Road Commissioners of Leelanau County goes on record as opposing BATA's request for a fixed percentage of our annual federal aid allocation for public transit.

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

Nedow:

-New Maple City fuel tank is scheduled to be delivered by July 1, 2015 and Nedow will be meeting with the contractor at the Maple City garage to ensure that the proposed location of the new tank will work.

Public Comments: Bingham Township resident Joe Mikowski addressed the Board. Mikowski is planning to build a storage building on his business property located on CR-633 near the Revold Road intersection. Based on his proposed improvements to the entrance on his property, Mikowski is questioning why he is being asked by staff to install concrete curbing as required by our commercial driveway standards despite his intent to pave the entire entrance to an estimated width of sixty feet and depth of fifteen feet. As the highway was paved last summer with raised edging and all storm water will be contained on the property, which is below road level, drainage should not be an issue.

Mikowski concluded his comments by stating that his proposed improvements exceed the thirty foot wide driveway throat standard, and the berms on either end of the sixty feet of paving is more than sufficient to protect the edge of the driveway and road. As such, he is asking the Board to waive the curb requirement to the Road Commission's commercial driveway standards.

Joyce and Calhoun stated their opinions that Mikowski's proposed design exceeds our commercial driveway throat width standard as well as satisfies the intent of installing curbing: prevent traffic from eroding the edges of the pavement. Popa expressed his concerns that granting a variance could inhibit staff's ability to maintain our current commercial driveway standards on future applications. But he concluded the proposed design does to him appear to meet our current standards and he would not oppose granting the request. As there were no objections offered by staff, the Board granted Mikowski's request, waiving the installation of curbing on his commercial driveway as the proposed design meets the intent of the curb requirement. A \$4,000.00 refundable escrow deposit is still required to ensure the driveway paving is built as specified in the permit.

Status of proposed Leelanau Area Public Works Mutual Aid Agreement: Still waiting for a response from the Road Commission's self-insurance Pool.

Preliminary draft: driveway policy. Johnson distributed the Michigan Department of Transportation's driveway policy manual in which he made notes and suggestions. While he acknowledged the MDOT version encompasses many aspects which Leelanau County would likely never encounter, it is up to the Board to decide what the proposed policy should be incorporated into a policy for Leelanau County. Popa asked Calhoun to review the draft and to bring any suggestions to the next Board meeting for discussion.

Asphalt bids: Johnson announced awarding the McKeese Road project and all paving projects to Elmers.

Board interaction/procedure for future meeting: Joyce wanted to ensure everyone understood his concerns why it is important to share all Road Commission related correspondence and not to respond to any emails without discussing it with the rest of the Board.

Joyce also brought up the topic of advertising for a separate Manager. It is his opinion that Johnson is overwhelmed with the tasks and duties associated with his engineering and manager responsibilities. Too many items are falling thru the cracks and Joyce feels the Leelanau County Board of Road Commissioners, desiring staff to be more efficient in responding to the public and to be able to engage in long term planning, should hire a separate Manager as soon as the Board can reach a consensus on a formal job description for this position. Popa stated he is not yet ready to discuss this issue but acknowledged he and Johnson had preliminary discussions on this topic. Joyce reminded Popa that any discussions regarding a new manager should include the rest of the Board and he would prefer to begin the process now instead of waiting until this summer's construction projects have been completed. Popa suggested waiting until the July 7th regular meeting to discuss hiring a new manager as Johnson will not be present at the June 16th meeting. Nedow suggested each Board member could forward their thoughts and suggestions on wording for a Manager's job description to him which he will tabulate and have ready to discuss in time for the June 16th regular meeting. Popa and Joyce agreed, and Popa suggested using the July 7th regular meeting as a work session to decide how to proceed.

In conjunction with the McKeese Road BIA project, Johnson introduced a MDOT resolution for the Board to adopt. This resolution would authorize the Road Commission staff to apply for permits for activities in the State Highway road right of way including detour routes on an ongoing basis. Johnson recommended the resolution should include the Engineer-Manager, the Superintendent and Finance Manager as authorized individuals who can apply for permits as needed.

Motion by Joyce, supported by Calhoun to adopt Resolution 15-01 "*Michigan Department of Transportation: Performance Resolution for governmental agencies required by MDOT for purposes of issuing a permit for miscellaneous operations within the State Highway right of way*" which reads as follows:

RESOLVED, WHEREAS, the Leelanau County Road Commission hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utility or other facilities, or to conduct other activities, on, over, and under State Highway right of way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without its specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
3. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
4. The GOVERNMENTAL AGENCY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
5. With respect to any activities authorized by PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include the named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
6. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional security or insurance before issuance of a PERMIT.
7. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regards to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY:

James C. Johnson – Engineer/Manager
Dave Priest – Superintendent
Joel Nedow – Finance Manager

Roll call vote: Joyce – aye: Calhoun – aye and Popa – aye. None opposed – resolution is adopted.

Roundabout proposed to be built in Traverse City: Briefly discussed MDOT’s conceptual plans to build roundabouts at the Grandview Parkway/Division Street intersection and other high volume locations in the vicinity as a possible response to special interest groups to make these intersections more pedestrian friendly. MDOT will be taking public comments on this proposal until June 15th, and Popa suggested the Road Commission should go on record opposing this as it is his believe this will have a significant impact on traffic flowing into Leelanau County. While no decision was reached, Popa stated he would submit a response as a private citizen.

Public Comments: None.

Commissioner comments:

Popa distributed a copy of a “Trustee Code of Conduct” he had found in the CRASIF Board handbook which he would like the Board to consider adopting. He asked Nedow to use this document as a framework for a similar version for the Road Commission.


He also distributed copies of the “Shalda Creek Beaver Dam Study” and “Little Traverse Lake Water Level Investigation” reports prepared by Gosling Czubak Engineering as presented to the Little Traverse Lake Property Owners Association this past May for the Board to review.

Popa also asked if there was any interest in cancelling the June 16th regular meeting.

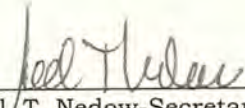
With no more business to conduct, Popa adjourned the meeting at 2:57 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
John Popa, Chairman

By 
Jim Calhoun, Vice-chairman

By 
Robert Joyce, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 1:00 p.m. on Tuesday, June 16, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa, Vice-chairman Jim Calhoun, Member Robert Joyce, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joe Nedow. No guests were present.

Agenda: Approved as presented

Vouchers 37994 thru 38036 in the amount of \$46,099.26 were approved for payment.

Minutes from the June 2, 2015 regular session were approved.

Public Comments: None.

Correspondence: None.

Appointments: None.

Management Reports:

Priest:

-LaCore Road has been paved and crews are busy restoring shoulders. In addition, work is proceeding on Welch Road and CR-616 (Harriger Road).

-The contractor hired to brine our gravel roads is expected to finish later this week. Priest explained that in his view, it is economically advantageous to pay the additional two cents per gallon to the contractor to apply the brine instead of using our own crew and equipment.

-Highway painting is expected to start soon. Nedow mentioned he anticipates spending double what was spent last year for highway painting due to the decision to expand this year's list to include local roads that have not been painted for several years.

-New cab and chassis trucks have been delivered to Truck & Trailer Specialties in Boyne Falls. While Priest expects one truck to be completed within the next 30 - 45 days, parts for the second truck have been backordered and we are not likely to take delivery until late fall.

Nedow:

-Maple City above ground fuel tank: the contractor has arrived this week to begin construction. Nedow is still anticipating a late July completion date.

-Possible bulk fuel shortage: Nedow learned from our fuel supplier this week that due to the temporary closure of two Michigan fuel refineries, fuel deliveries this summer may be a problem. Shipments will have to be brought in from downstate to compensate which could lead to shortages later this summer.

Cast ballot: 2015 CRASIF Board of Trustee candidates: Each member is asked to vote for three candidates. Nedow suggested voting for the three incumbents listed on the ballot.

Motion by Calhoun, supported by Joyce directing staff to vote for incumbents Hulka - Muskegon, Larrabee - Delta and Linton - Montcalm on the 2015 CRASIF Board of Trustee ballot.
Ayes: Popa, Calhoun and Joyce. Nays: None. - Motion is approved

Cast ballot: 2015 MCRCSIP 2015 Board of Directors candidates: Each member is asked to vote for two candidates for the vacant At-Large positions. Nedow provided his recommendation of voting for the incumbent Darrel Spragg of Alpena County and John Rogers of Kalkaska County. Calhoun and Joyce agreed with Nedow's suggestion while Popa expressed interest in supporting Russell Gronevelt of Houghton County.

Motion by Joyce, supported by Calhoun directing staff to vote for John Rogers of Kalkaska County Road Commission and incumbent Darrel Spragg of Alpena County Road Commission for the two vacant At-Large positions on the 2015 MCRCSIP Board of Directors' ballot.
Ayes: Popa, Calhoun and Joyce. Nays: None. - Motion is approved.

Status of proposed Leelanau Area Public Works Mutual Aid Agreement: Nedow reported receiving a response from the Road Commission's insurance Pool. While MCRCSIP administrator Gayle Pratt suggested there is no reason why the Road Commission shouldn't sign the agreement, she recommends including an exclusion provision in the agreement that addresses sole negligence or willful misconduct by either party. Pratt also informed Nedow she agrees with the points raised by attorney William Henn in his May 14th letter to the Board that attempting to limit liability exposure would be problematic and any defense or indemnification provision would likely be meaningless at least so far as it runs from the Road Commission to another governmental entity. Further action was postponed until the next meeting.

Preliminary draft: driveway policy: Pending, as Calhoun stated he is still working on his recommendations. Popa distributed a copy of an informational handout published by MCRCSIP that discusses what legal authority a road commission has to require driveway permits; when a road commission can refuse to issue a driveway permit unless certain conditions are met; and how to minimize the threat of litigation over driveway permits. He suggested using the points discussed in this handout as a reference when editing the proposed driveway policy.

Proposed "Commissioner Code of Conduct" policy: Last week, Nedow had emailed a sample policy as provided by Johnson that is based upon the version adopted by CRASIF for their Board handbook in 2012. No action was taken pending further Board review.

Resolution 15-02: annual MDOT reimbursement request for having a licensed engineer on staff:

Motion by Joyce, supported by Calhoun, to adopt Resolution 15-02 which reads as follows:

"We, the Board of County Road Commissioners of Leelanau County, do hereby request reimbursement in the amount of \$10,000 for payments made during the period of July 1, 2014 through June 30, 2015 to licensed professional engineers employed or retained by this Commission, in accordance with the following: Sec. 12(2) of Act 51, as amended.

Each county road commission shall be reimbursed in an amount up to \$10,000 per year for the sum paid to a licensed professional engineer employed or retained by the county road commission in the previous year. The sum shall be returned to each county road commission certified by the state transportation department as complying with this subsection regarding the employment of an engineer. We further state that if we do not have a licensed professional engineer in our employ, copies of billings are enclosed with the completed form to justify the payment."

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

Execute cost share agreements with Empire Township for LaCore Road and Welch Road:

Motion by Calhoun, supported by Joyce, to execute two cost share agreements with Empire Township as of June 16, 2015 for the following road improvement projects:

-**Welch Road**, from M-109 to CR-616 (Harriger Road) removing unsuitable soil as encountered beneath part of the road and replace with suitable sand base, including trenching shoulders, place and compact new gravel base and pave with hot-mix asphalt base on shoulders followed by a layer of HMA paving over the existing pavement and newly prepared shoulders and restore shoulders with road gravel. Empire Township hereby agrees to voluntarily contribute 50% of the cost of the work for a total of \$51,900.00 payable on or around July 15, 2015; and

-**LaCore Road**, from the Empire Village limits northerly to the southern end of the Sleeping Bear Heritage Trail just south of Voice Road, including trenching shoulders, place and compact new gravel base, place hot mix asphalt base on shoulders, followed by a layer of HMS paving over the existing pavement and newly prepared shoulders and restore shoulders with road gravel. Empire Township agrees to voluntarily contribute 50% of the cost of the work for a total of \$40,000.00 payable on or around July 1, 2015.

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

Discussion: job description - Manager's position:

Nedow provided copies of newspaper advertisements and job-descriptions he obtained from several northern Michigan Road Commissions for the Board to review. Using the qualifications and descriptions listed in these documents, Nedow suggested each board member could decide which attributes they would like to see in a Manager's job description. He also recommended focusing on three or four main generic attributes and/or qualifications (as to not limit the field of qualified applicants) which the Board could discuss and mutually agree upon at the July 7th regular meeting.

He asked each member to forward their suggestions to him as soon as possible so that he can tabulate the results which he would then forward to the Board prior to the July 7th meeting.

Popa handed out a list of manager considerations about justification, position, organizational chart, timing, budget, job description, office, should the position be hired by contract, and reviews before writing a want ad. He also suggested using a committee to aid the Board in evaluating prospective candidates. Joyce and Calhoun stated they would prefer to focus on establishing a basic generic job description first which could then be used to draft a newspaper advertisement. Depending on the applicants, a more comprehensive job description can be refined that would be based upon the qualifications of the candidate selected. Calhoun and Joyce stated the Board does not need a committee other than themselves to select and interview candidates. After additional discussion, the Board agreed to review the examples Nedow provided and to forward their suggestions to Nedow who will tabulate and distribute the results prior to next meeting.

Public Comments: None.

Commissioner comments:

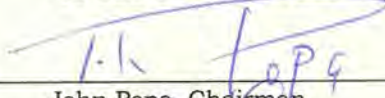
Joyce: asked Priest to make it a priority to find a contractor to clean off the staining on the side of the Suttons Bay office building and to have the grass cut.

Calhoun: reported construction has started on the McKeese Road BIA project. He also asked about when soil borings on Freeland Road will take place for a possible future road project.

Popa: distributed a copy of the Leelanau County's "Rules of Order and Procedure" policy and a summary of a seminar he had attended that listed suggestions on how self-preservation is key to a successful Road Commission. When Popa read a recommendation that staff sets the agenda and the chairman approves it, Joyce informed Popa that as a member of the Board, he has the right to include any topic he feels on agendas for discussion. He also expressed his belief that some of the suggestions Popa read on expressing negative comments during a meeting and not protecting the Road Commission's integrity are directed at him. He also informed Popa that Road Commission decisions are made by the entire Board and not by one person.

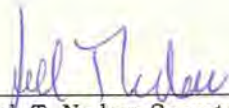
With no more business to conduct, Popa adjourned the meeting at 2:33 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
John Popa, Chairman

By 
Jim Calhoun, Vice-chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 1:00 p.m. on Tuesday, July 7, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa, Vice-chairman Jim Calhoun, Member Robert Joyce, Engineer-Manager James C. Johnson, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joe Nedow. One guest was present.

Agenda: Approved as presented

Vouchers 38037 thru 38086 in the amount of \$381,109.90 were approved for payment.

Minutes from the June 16, 2015 regular session were approved.

Public Comments: None.

Correspondence: None.

Appointments: None.

Management Reports:

Johnson:

-LaCore Road, Solon Road, Stocking Road and Skyline Drive have been paved. Johnson will be seeking bids soon for wedging on CR-677 and resurfacing Monaco Way and San Remo in Elmwood Township where residents are in the process of setting up a special assessment district to provide matching funds. He also expects Welch Road and CR-616 to be paved soon.

-Bids will also be solicited on behalf of MDOT for skip patching portions of M-22 north of Suttons Bay and for cleaning out catch basins.

-Highway painting: contractor has finished painting roads on the eastern part of the county before being called away. The western part will be completed as soon as the contractor can return to finish the job.

-Amending the "Policy on the installation of Public and Private Utilities in County Road Right-of-Way: As requested, Johnson provided an updated version of the policy that includes a provision requiring utility companies bury their lines a minimum of 20 feet under stream crossings.

Motion by Calhoun, supported by Joyce, to revise the Leelanau County Road Commission's "Policy on the installation of Public and Private Utilities in County Road Right-of-Way" to include the following: *"All buried utility lines under stream crossings shall be installed a minimum of 20 feet below the stream bottom. The Road Commission will require that utility companies lower any facilities that are currently at shallower depth if the existing facility will interfere with Road Commission maintenance or replacement work."*
Ayes: Popa, Calhoun and Priest. Nays: None. – Motion is approved.

Priest:

-Summer seal coat operation started yesterday in Empire Township. As crews are busy with other tasks, the crack seal operation has been halted until seal coat and paving projects have been completed.

Nedow:

-Maple City above-ground fuel tank: concrete pads have been poured and underground piping installed. The new tank is expected to be delivered today and the contractor is expecting to complete this project by month end. Nedow was also asked to provide financial statements to the Board on a quarterly basis.

-The Road Commission is now able to accept credit card payments in person at the Suttons Bay office. Nedow checked with Leelanau County Treasurer Gallagher who offered no objections.

Status of proposed Leelanau Area Public Works Mutual Aid Agreement: In progress, as Joyce reported the Suttons Bay Village Administrator had received the Pool's recommended exclusion provision but has not yet sent a revised agreement to the Board.

Preliminary draft: driveway policy: Calhoun stated he obtained a copy of the Town of North Andover's driveway policy which consists of two pages. Calhoun also stated many of the agencies he contacted do not have a written policy and those that do suggested keeping writing to a minimum. Joyce agreed, stating he too would like to see a short and concise policy that is easy to follow.

Proposed "Commissioner Code of Conduct" policy: While Popa stated he would support adopting this policy as written, Joyce stated he would like to see more examples from other road commissions before making a decision. Popa and Calhoun agreed with Joyce's suggestion, and no action on adopting the policy was taken.

Discussion: job description – Manager's position:

All three board members had submitted their ideas prior to the meeting. After discussion, the Board instructed Nedow to summarize and tabulate what had been submitted for ideas which will be used to create the frame of a formal job description for a Manager. Holding a special meeting separate from other Road Commission business to work on the job description was also discussed, but no date was set. Popa's suggested forming a committee for this purpose but Joyce reiterated his position that any decisions regarding this process will be equally shared by all three Board members without outside assistance.

Public Comments: Rick Prince, who resides at 8710 S. Schomberg Road, provided his views on what the Board should consider when drafting a commercial driveway policy. As most of Leelanau is rural, Prince stated that in his opinion, the standards requiring concrete curb and thirty foot commercial driveway throat widths are too grotesque and large for property where space is limited. He urged the Board to consider including a reduced commercial driveway standard when drafting a new policy which he feels would be a better fit in such cases.

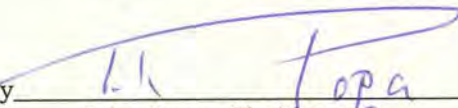
Commissioner comments:

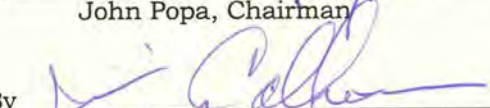
-Calhoun asked staff to install an outside drop box for anyone wishing to pick up a permit after the office closes.

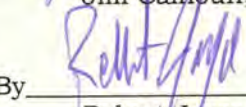
-Popa distributed a copy of meeting rules currently being used by the County Board which he suggested could be used by the Road Commission. He also suggested the Board could use Leelanau County Administrator Janik as a resource when needed on various topics and issues. He also offered his thoughts on several other topics.

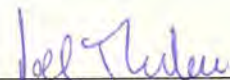
With no more business to conduct, Popa adjourned the meeting at 2:22 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
John Popa, Chairman

By 
Jim Calhoun, Vice-chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 1:00 p.m. on Tuesday, July 21, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa, Vice-chairman Jim Calhoun, Member Robert Joyce, Engineer-Manager James C. Johnson, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as presented

Vouchers 38087 thru 38099 in the amount of \$165,634.62 were approved for payment.

Minutes from the July 7, 2015 regular session were approved.

Public Comments: None.

Correspondence: A letter dated July 16, 2015 from the State of Michigan announcing the fiscal year 2016 budget Public Act 84 one-time funding from the General Fund to various state and local road and bridge programs. Four quarterly distributions will commence November 4, 2015 and finish August 3, 2016 with Leelanau estimated to receive a total of \$453,372.66. While the initial November 2015 distribution will be too late to spend on road projects this calendar year Nedow suggested using these funds to purchase capital equipment this fall instead of keeping it in the Road Commission's fund balance. With the millage renewal coming up this year, he would prefer to keep our fund balance low if possible. Johnson stated Priest and Albrecht have been discussing purchasing a new loader next season to replace one of our aging units and if desired, the timeline could be moved up to this fall. After further discussion, the Board requested staff to solicit bids for a new loader this year instead of waiting until next year.

Appointments: At 1:05 p.m. bids for additional paving projects for (LCRC and MDOT) and catch basin cleaning for MDOT were opened and read. The results are as follows:

Project:	Team Elmers	Reith-Riley	ATP Precision	Greenscape
Project 1: CR 677 wedging:	\$86,022.00	\$106,515.00	\$84,920.40	
Project 2: San Remo Blvd & Monaco Way:	\$109,724.00	\$122,200.00	\$113,500.00	
Project 3: M-22 skip-patching:	\$210,082.80	\$235,767.00	\$221,205.00	
Catch basin cleaning for MDOT:				
			-Price for each:	\$72.00
			-Total annual cost:	\$15,480.00
			-Emergency clean out:	\$100.00/hr.
			-Total price for one year:	\$1,000.00

While funds for the CR-677 wedging project will come from the Road Commission's fund balance, Johnson informed the Board that the San Remo and Monaco Way project is contingent upon the requesting residents' ability to create a special assessment district to raise matching funds. Likewise, the M-22 skip patching project and catch basin cleaning are also contingent of MDOT having sufficient funding.

Motion by Calhoun, supported by Joyce, directing staff to review all bids to ensure all specifications have been met, and to award the bid(s) that would be in the best interests of the Leelanau County Road Commission, subject to receiving adequate funds from other sources as needed.

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

Motion by Joyce, supported by Calhoun, awarding the MDOT catch basis cleaning bid to Greenscape of Lake, Michigan contingent upon MDOT providing sufficient funding.

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

Management Reports:

Johnson:

-Paving projects update: Welch Road and CR-616 have been paved and shoulder restoration work is almost complete. Work on the McKeese Road BIA project is proceeding as crews are in the process of assembling and installing a large 12' X 20' storm culvert under the road before backfilling. Johnson reported he is working on a proposal to seal coat the Empire airport runway but the details still need to be worked out. For Popa Road, crews will be using a back-hoe to dig test holes to determine what the existing soil conditions are under the road bed.

Priest:

-Seal coat operation: All planned local roads have been completed and the operation will be shifting to the primary road system. On three primary roads which he will be seal coating, Priest will be applying a fog seal to determine if this process is effective in extending the useful life of the seal coating applied.

Popa asked about progress on fixing the collapsed culvert under CR-620 now that water has ceased flowing thru the culvert.

Nedow:

-Maple City above-ground fuel tank: contractor is scheduled to complete the installation by the end of the month. Once the old fuel tank has been emptied in early August, the second phase of removing it will happen. Nedow also distributed copies of the second quarter's financial statements for the Board to review.

Status of proposed Leelanau Area Public Works Mutual Aid Agreement: No change.

Preliminary draft: driveway policy: No change. Popa offered to meet with Calhoun to work on the draft. Calhoun stated his opinion that a comprehensive driveway policy is not needed and that he is happy with how the process is working now.

Proposed "Commissioner Code of Conduct" policy: Nothing to report. Joyce stated he will ask other road commissions what they have already adopted when he is at the CRASIF/MCRCSIP conference in Mt. Pleasant later this week.

Discussion: job description – Manager's position: Agreed to reserve the end of the August 4th regular meeting as a working session.

South Manitou Island road tour: As Joyce had already toured the island roads on June 8, 2015 he submitted the following report:

"An inspection of Leelanau County Road Commission roads on South Manitou Island was made on Monday, June 8, 2015. Roads driven were: Burdick Road, Ohio Road, Shefler Road and Chicago Road. The roads were found to be in good condition with no noticeable potholes, soft spots or depressions. Submitted by Robert Joyce, Member."

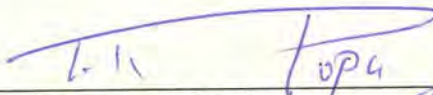
Public Comments: None.

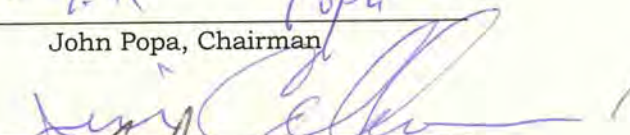
Commissioner comments:

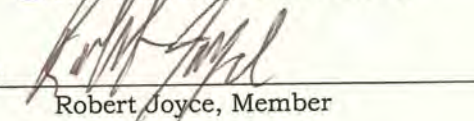
-Calhoun thanked staff for installing an outside drop box for anyone wishing to pick up a permit after the office closes.

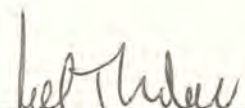
With no more business to conduct, Popa adjourned the meeting at 2:15 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
John Popa, Chairman

By 
Jim Calhoun, Vice-chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 1:00 p.m. on Tuesday, August 4, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa, Vice-chairman Jim Calhoun, Member Robert Joyce, Engineer-Manager James C. Johnson, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joe Nedow. No guests were present.

Agenda: Approved as presented

Vouchers 38100 thru 38132 in the amount of \$259,259.71 were approved for payment.

Minutes from the July 21, 2015 regular session were approved.

Public Comments: None.

Correspondence: An email dated July 21, 2015 sent to John Popa from Greg Johnson asking the Road Commission to improve the intersection at M-109 and Welch Road. Mr. Johnson expressed his concerns that the new asphalt at this intersection is not wide enough to prevent sand and loose stones from being tossed into the pavement, thus creating a safety hazard for bicyclists using this road. Engineer-Manager Johnson sent an email in response informing Greg Johnson that M-109 is under the authority and jurisdiction of the Michigan Department of Transportation. He also wrote it would be possible for the Road Commission to get permission from MDOT to make improvements to their road intersection, but we would effectively be diverting funding away from our primary mission of maintaining our county roads when funding is barely adequate.

Appointments: None.

Management Reports:

Johnson:

-Crews have been diligently working along with township emergency service groups to reopen roads in the Glen Arbor area which were hit Sunday afternoon by a severe windstorm. Numerous trees were blown down blocking many roads in that area, many with power lines tangled in the limbs which our crews are not equipped or trained to deal with. Many residents in the Glen Arbor area are trapped in their homes with no electricity and significant property damage. Johnson and Priest stated it will take our crews weeks to clear all the fallen trees from the road right of ways. The short-term focus has been to re-open roads and restore two-way traffic before dealing with clearing the right of way at a later date. However, this cannot be done until utility company crews can de-energize the downed power lines tangled in the branches so it is safe for our crews to remove the debris.

As the damage is especially bad on M-22 southwest of CR-675, Johnson is hiring an outside logging contractor who is better equipped to remove the numerous trees fallen across M-22. MDOT is providing funds to pay for this service. Johnson also stated County Emergency Services is attempting to secure federal disaster relief funding to help offset some of the costs associated with cleaning up the storm damage.

-Summer projects update: As our crew will be continuing with storm damage cleanup for the next few weeks, Johnson informed the Board that this summer's seal coat program will be cut short. Recent paving projects completed: Welch Road, CR-616, Maple Valley Road, and Sullivan Woods and Novak Road.

-Omena Point Road: Johnson reported meeting with Omena residents to discuss safety concerns regarding the recently painted road. Residents are questioning the need for passing zones on this road and are asking the Road Commission to install additional signage as an attempt to slow traffic. He also mentioned hearing conflicting requests in what residents want which is creating difficulties. Joyce stated he has been contacted by several Omena residents and concluded the main issue to him appears to be the passing zones. Johnson and staff will conduct further review of the situation to see what can be done to remedy the concerns.

Priest:

-Informed the Board Maple City employee Gino Grimaldi has been filling in for Bruce Clark, who decided last month to return to the road crew. After further discussion, Joyce and Calhoun expressed their desire to continue the past practice of seeking a replacements internally and that they would support offering the Maple City Foreman position to Grimaldi on a six month trial basis provided Priest and Johnson concur.

Status of proposed Leelanau Area Public Works Mutual Aid Agreement: Joyce reported speaking with MCRCSIP staff member Gayle Pratt at the Mt. Pleasant conference about the proposed agreement and that Pratt offered no objections if the Road Commission chooses to approve it.

Motion by Joyce, supported by Calhoun, to formally accept the proposed Leelanau Area Public Works Mutual Aid agreement as presented by Suttons Bay Village Manager Delamater.

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

Preliminary draft: driveway policy: Calhoun reported speaking to several road agencies while attending the Mt. Pleasant conference and is recommending that we continue our current practice of handling driveway permits as we do presently. In his opinion, "the shorter, the better" and it would be better to leave things unwritten whenever possible. Popa disagreed and provided his reasons why there is a need for a written policy that addresses many of the areas suggested by the County Road Association. While Joyce agreed that he too would like to take a minimalist approach when drafting a driveway policy, it is his opinion that additional clarification is needed to show applicants what standards are being enforced. Johnson suggested including a brief statement quoting Act 200 to be included in our County Road Standards. After further discussion, the Board also instructed Johnson to draft language to amend the "County Road Standards" to indicate that commercial drive permit applications will be reviewed by the Board prior to approval.

Proposed "Commissioner Code of Conduct" policy: General consensus is to drop this matter as board members were unable to find other road commissions who have adopted a similar policy.

Cost share agreement-Empire Airport Authority: Johnson received a request from the Empire Airport Authority for the Road Commission to seal coat their runway. The Authority has agreed to reimburse the Road Commission for the entire cost of the work, estimated to be \$26,800.00. While crews are still busy with cleaning up Glen Arbor, Johnson is still planning to honor the request as soon as practical.

Motion by Joyce, supported by Calhoun, to execute a cost share agreement between the Leelanau County Road Commission and the Empire Airport Authority to provide labor, equipment and material to place a single chip-seal over the existing airport runway (50 feet wide by 2,600 feet long) followed by a fog seal with Fasblack emulsion. The Airport Authority agrees to reimburse the Road Commission for the entire cost of the work with an estimated cost of \$26,800.00 with payment made upon completion of the work.
Ayes: Popa, Calhoun and Joyce. Nays: None. – Motion is approved.

Request for speed study – Northwood Drive Glen Arbor Township: Johnson reported receiving a request from Glen Arbor Township for a speed study for Northwood Drive.

Motion by Calhoun, supported by Joyce to contact the Michigan State Police to request a speed study for Northwood Drive in Glen Arbor Township as requested by the Glen Arbor Township Board.
Ayes: Popa, Calhoun and Joyce. Nays: None. – Motion is approved.

TC TALUS August 18th meeting: As the organization is going through a reorganization process due to staffing changes and possible funding shortages, Johnson suggested at least one Board member should attend the August 18th meeting.

Public Comments: None.

Commissioner comments:

-Joyce informed the Board he will not be able to attend the August 18, 2015 regular meeting.

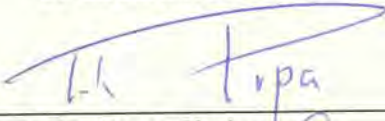
-Popa, Calhoun and Joyce expressed their appreciation to the work force for their efforts in clearing Sunday's storm damage in Glen Arbor and all over the county.

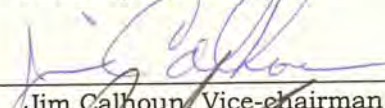
Working session – Manager's job description: A proposed job description and a help wanted advertisement were reviewed and discussed. As both drafts had been sent out to all board members prior to the meeting, Calhoun and Joyce stated both meet their approval. There was also a general discussion on salary requirements for Johnson and for whoever the Board decides to make an offer to.

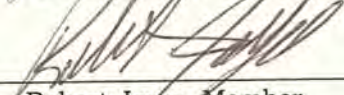
Motion by Joyce, supported by Calhoun to accept the proposed Manager job description and help wanted advertisement as presented at today's meeting, and to advertise for this position until September 28, 2015.
Ayes: Popa, Calhoun and Joyce. Nays: None. – Motion is approved.

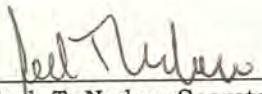
With no more business to conduct, Popa adjourned the meeting at 3:05 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
John Popa, Chairman

By 
Jim Calhoun, Vice-chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 1:00 p.m. on Tuesday, August 18, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa, Vice-chairman Jim Calhoun, Engineer-Manager James C. Johnson, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joe Nedow. Member Robert Joyce was absent. One guest was present.

Agenda: Popa added two topics: Under Correspondence: a phone call he received from Ed Brengman of Crain Hill Vineyards asking about TOD signs; and under New Business: parking congestion at the DNR launch site on the end of Bingham Road.

Vouchers 38133 thru 38180 in the amount of \$552,929.86 were approved for payment.

Minutes from the August 4, 2015 regular session were approved.

Public Comments: None.

Correspondence:

-An email dated August 13, 2015 sent to John Popa from Tom Schoeneberger who resides on North Lake Leelanau Drive (CR-641 segment north of M-204). Schoeneberger expressed his concerns with the speed people are traveling on CR-641 in excess of the posted 55 mph speed limit. The message also stated even the portable speed indicator sign temporarily placed on CR-641 by the County Sheriff is not a permanent fix. Schoeneberger also stated he and many of his neighbors can no longer take walks along CR-641 during the summer due to the traffic and fear someone will be seriously injured or killed if something is not done. He is asking the Road Commission to consider taking a close look at altering the speed limit on this segment of the road.

Johnson will contact Schoeneberger to apprise him that any request for a reduced speed limit must first come from a township who then petitions the Road Commission to contact the Michigan State Police to request a speed study.

-Discussed notice from TC-TALUS for their proposed 2016 local dues. Leelanau County Road Commission's proposed dues has risen to \$1,000.00 and Johnson recommends the Board may wish to consider opting out of this regional group as he believes the citizens of Leelanau receive minimal benefits by participating compared to the cost of membership.

-Ed Brengman phone call: Popa reported receiving a phone call from Ed Brengman (no time or date specified) to discuss a request he had turned into Johnson to install two TOD signs on Bugai/Cherrybend Road and at M-72/Bugai Road for his winery located on CR-633 /Crain Hill Road intersection. Johnson stated he has been occupied with other matters which has prevented him from responding to Brengman's request. Popa said he is against installing advertising signage in the road right of way and perceives it as distracting. As such, he would prefer to keep signage along county roads to a minimum whenever possible. Johnson reminded Popa that there is a Road Commission "Guide sign along county road" policy last revised in 1999 that allows an individual, business, or organization to petition the Road Commission to erect guide signage using the same general eligibility requirements set forth in the State of Michigan Tourist Oriented Directional Signing program. He also stated his intent to follow to policy unless the Board directs otherwise. Calhoun stated he would prefer to speak to other Road Commissioners at the Paul Bunyan regional meeting this Thursday before making a decision.

Motion by Calhoun, supported by Popa to put on hold any guide sign requests pending review and evaluation of the Road Commission's current "Guide sign along county road" policy.

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

Appointments: None.

Management Reports:

Johnson:

-informed the Board that with Empire Township adopting a "No parking" ordinance on LaCore Road, the Road Commission will soon be erecting signage accordingly near the south end of the Sleeping Bear Heritage Trail which is expected to improve visibility and help alleviate congestion along LaCore Road.

-Empire Airport runway and CR-616 have been seal coated. Both projects will be completed once fog seal has been applied as soon as weather permits. CR-677 south of M-72 is expected to be wedged later this week.

-Emergency response status: Glen Arbor storm damage cleanup: Daily meetings are being held with Emergency services and other agencies to coordinate cleanup efforts.

-briefly discussed August 9, 2015 letter from CRASIF announcing regional informational meetings will be held to answer questions and educate the membership on the benefits of converting CRASIF's program structure from a group fund to a mutual. One of the scheduled meetings is planned for August 20th immediately following the Paul Bunyan Council meeting. As all three Board members are planning on attending the Paul Bunyan meeting, further discussion ensued whether or not to attend the CRASIF meeting. Calhoun stated he had heard the initial presentation while attending the July CRASIF meeting at Mt. Pleasant and thought the presentation was well thought out and informative. Johnson provided his recommendation that the Board should support the proposal as he feels the CRASIF staff has done their due diligence and are entrusted with running the Fund in the best interests of the membership.

Johnson asked for clarification about the Manager or Engineer-Manager ad that ran last week in the Traverse City Record Eagle, Leelanau Enterprise and posted on the County Road Association website. He has received several phone calls asking if he is being fired and replaced. Calhoun stated he would prefer to wait and postpone any discussions on the Manager search until there is a full board present.

Popa responded to Johnson's question, stating the inclusion of Engineer-Manager in the help-wanted advertisement is in error and he would not object if the ad was revised accordingly. Calhoun disagreed, stating the version ran was correct and no revision is needed.

Priest:

-Crews are continuing their tree and brush removal efforts in Glen Arbor and surrounding areas. A new fog-seal will be used on the recently sealed Empire Airport runway and on CR-667 as soon as weather permits. Efforts are also underway to restore shoulders on CR-677 (south of M-72) which was recently wedged.

-Announced Gino Grimaldi has accepted the position of Maple City Foreman effective August 17, 2015.

-Loader bids are being solicited which will be opened and read at the September 15th regular meeting.

Nedow:

-Provided an update on the new Maple City fuel site. The new system is now active and Nedow expects the contractor to return to remove the old tank at the end of the month.

Congestion at the DNR launch site-end of Bingham Road: Popa reported this topic was brought up at a recent Bingham Township meeting where several township residents voiced concerns about vehicle/boat trailer parking congestion along Bingham Road and on CR-641. Popa also stated the congestion is preventing fire and rescue vehicles access to the road end. According the Popa, Bingham Township is in the process of drafting a parking ordinance to address the problem.

Public Comments: None.

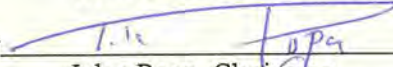
Commissioner comments:

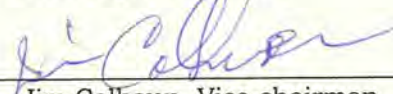
-Calhoun stated the crew is doing a good job and asked Priest to remind them to work safely.

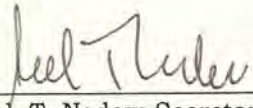
-Popa provided a summary of the topics speaker Wendy Hardt of Michael Kluck and Associates presented at the MCRSIP Annual Meeting workshop.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
John Popa, Chairman

By 
Jim Calhoun, Vice-chairman

Attest: 
Joel T. Nedow-Secretary to
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 1:00 p.m. on Tuesday, September 1, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa, Vice-chairman Jim Calhoun, Member Robert Joyce, Engineer-Manager James C. Johnson, Superintendent Dave Priest, Maple City Foreman Gino Grimaldi and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as presented.

Vouchers 38181 thru 38215 in the amount of \$509,560.53 were approved for payment.

August 18, 2015 regular session minutes: In the paragraph describing Johnson asking for clarification about the Engineer-Manager advertisements, Popa stated he objects to the use of the word "despite" which he feels has negative connotations. After further discussion, Nedow stated he would not object to removing the first part of the sentence to which Popa feels is objectionable.

Motion by Calhoun, supported by Joyce approving the August 18, 2015 minutes provide the draft has been updated to include the change requested by Popa.

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

Public Comments: Heard comments from Ed Brengman concerning TOD signage. Brengman provided his views on the importance TOD signs play in promoting tourism in northern Michigan and why the Road Commission Board should not change or discontinue the current "Guide sign along county road" policy. Brengman stated he considers these signs as directional, not advertisements.

Correspondence:

-An email dated August 23, 2015 from Cleveland Township resident Scott Jackson addressed to Chairman Popa and to Engineer-Manager Johnson expressing his concerns with poor visibility on Good Harbor Trail should the next phase of the Sleeping Bear Heritage Trail be built crossing this road. Jackson supports using the CR-669 beachfront for the trail terminus instead of extending it to CR-651. He already distributed his comments to members of the Little Traverse Lake Property Owners Association and to Cleveland Township officials before contacting the Road Commission. In his reply to Jackson, Johnson informed Jackson that design of the Sleeping Bear Heritage Trail is not the responsibility or the undertaking of the Road Commission and he should forward his concerns to whomever may be working on the design of future trail segments. He added our sole involvement has been to respond to the Trail promoters when they request permission to construct portions of the trail within the county road right of way.

Appointments: None.

Management Reports:

Johnson:

-Emergency response status: Glen Arbor storm damage cleanup: Storm damage cleanup is continuing. Daily meetings continue to be held with Emergency services and other agencies to coordinate cleanup efforts.

-McKeese/Stallman Road BIA project is nearly completed and the road reopened to traffic. The first draw on funds provided by a grant from the NRCS has been received and a second invoice seeking reimbursement has been sent to the Grand Traverse Band of Ottawa and Chippewa Indians.

-MDOT projects: Johnson expects the M-22 resurfacing project (north of Belanger Creek to Omena) is expected to start after Labor Day. MDOT has provided funds for this project as well as catch basin cleaning with both activities to be completed before the end of MDOT's fiscal year (September 30th). When questioned by Popa about how the public will be notified, Johnson stated M-22 will be open to traffic during construction with alternating lane closures for a short duration.

Priest:

-Crews are continuing their tree and brush removal efforts in Glen Arbor and surrounding areas. Fog-seal has been applied to the Empire Airport runway and to portions of CR-616 and CR-667. Crews will also be replacing two collapsed culverts on M-22 north of Peshawbestown prior to the MDOT road paving project.

-Priest reported crew members have been evaluating demo loaders to see which make/model work best for the Road Commission when loader bids are opened and read at the September 15th meeting. Calhoun and Joyce suggested the bid specifications should be revised to include a quick-coupler front-end attachment which they believe would improve loader performance and efficiency. Johnson reported that the bid form already includes a provision for that option.

Grimaldi:

-After being welcomed by Popa, Grimaldi provided an update on activities the Maple City crew members have been performing.

Nedow:

-Reported through August 23rd, the Road Commission has spent over \$100,000.00 in labor and equipment to clean up storm damage throughout the County. As cleanup efforts continue, Nedow stated he expects the cost to possibly double before the cleanup has been completed.

-The old underground diesel fuel tank at Maple City is scheduled to be removed tomorrow which is the last step in completing the project.

-2015/16 backup salt prices have been released. New price for road salt will be \$71.64 per ton, up \$0.52 from last year. Nedow stated his cost increase should have a minimal impact on our winter budget.

Amend published Right of Way Standards-Commercial driveway review: Nothing to report at this time.

Withdrawal from TC-TALUS participation: As nobody attended the recent TC-TALUS meeting, Popa stated he will wait until the meeting minutes have been published before discussing this proposal further.

Discussion: changing "Guide signs along county road" policy: After discussing the matter at length, the Board concluded the existing policy is adequate and should continue. Motion by Calhoun, supported by Joyce that after reviewing the existing policy and further research, the August 18, 2015 motion to put on hold any guide sign requests be rescinded and that the Road Commission resume implementation of the existing "Guide signs along county road" policy as approved May 18, 1999. Ayes: Popa, Calhoun and Joyce. Nays: None. - Motion is approved.

Manager discussion: applications received to date: Nedow reported four applications have been received so far. Popa provided his thoughts on what steps he thinks the Board should follow in seeking a manager, including taking things slow; don't settle for unqualified candidates; and involve staff in the hiring process. As he expressed his disappointment with the low number of applications received so far, Popa suggested hiring an outside consultant to seek out qualified candidates State-wide or even nationally as Grand Traverse County Road Commission did when filling their vacant Manager position. He had already contacted a professional recruitment vendor who was hired by the City of Burlington Wisconsin to fill their Director of Public Works position. Another possibility Popa suggested is utilizing the services of Leelanau County Administrator Chet Janik, who volunteered his services to the Road Commission Board to assist them with the interview process. Popa also stated Janik had suggested to him that the Board should consider sending a promotional/informational packet to each applicant describing the benefits of moving to Leelanau County and providing details on Road Commission operations. He then distributed copies of sample interview question he obtained from Alcona and Benzie County Road Commissions for Joyce and Calhoun to use as a reference when coming up with their own questions.

In regards to Popa's suggestion to hire an outside recruitment agency, Joyce and Calhoun stated the Road Commission Board is capable of conducting interviews without outside assistance and that the Board needs to proceed with interviewing candidates who have already submitted applications. Nedow reminded the Board the motion for accepting applications states applications would be accepted until September 28th or the position is filled. If the search is to continue, then a motion would be needed to extend the time period.

Popa: petition the Leelanau County Board of Commissioners change Road Commissioner compensation package: Popa distributed documents to Calhoun and Joyce describing his proposal:

-If the County Board is to take action, it must be done by November 1st to be effective the following year. County Commissioner Ty Wessell confirmed the Leelanau County Board of Commissioners - Executive Board is scheduled to meet on October 13th.

-When he met with the County Board last, Popa wrote they were favorable of his proposal because of the savings and the uncertainty of insurance. He also indicated the County Board had told him they wanted to wait until the two new appointed Road Commissioners had time to get acclimated.

-Request the Road Commission per diem payments be in line with the rest of the County board members.

Popa's proposal would increase the Road Commissioners' annual salary from \$2,500.00 to \$6,500.00 and eliminate health insurance benefits for Road Commissioners. Popa also provided a letter dated November 20, 2013 written to Leelanau County Administrator Chet Janik from the county's legal counsel acknowledging the County can eliminate health insurance for newly elected Road Commissioners while retain coverage for current Road Commissioners.

Nedow informed the Board he had already discussed changing the Road Commission's per diem payments with Leelanau County Clerk Crocker who indicated she would address this discrepancy with the County Board for possible corrective action. Calhoun and Joyce did not support Popa's proposal, stating they are satisfied with their present compensation package and to leave it as it is.

Public Comments: Ed Brengman thanked the Board for continuing with the guide sign policy.

Commissioner comments:

-Joyce: stated the road crew is doing a wonderful job and asked staff to remind the men to work safe. He also asked Nedow to move forward with scheduling the annual safety dinner this fall.

-Popa: the NIMRC/ASMRC joint meeting is scheduled for September 15-17 in Frankenmuth. Joyce and Calhoun stated they will let Nedow know if they will be able to attend.

With no more business to conduct, Popa adjourned the meeting at 2:26 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By John Popa
John Popa, Chairman
By Jim Calhoun
Jim Calhoun, Vice-chairman
By Robert Joyce
Robert Joyce, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Vice-chairman Jim Calhoun at 1:00 p.m. on Tuesday, September 15, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Vice-chairman Jim Calhoun, Member Robert Joyce, Engineer-Manager James C. Johnson, Superintendent Dave Priest, and Finance Manager/Secretary to the Board Joe Nedow. Chairman John Popa was absent. Guests were present.

Agenda: No additions requested.

Vouchers 38216 thru 38262 in the amount of \$188,741.91 were approved for payment.

Motion by Joyce, supported by Calhoun to approve the September 1, 2015 minutes as presented.
Ayes: Calhoun and Joyce. Nays: None. Absent: Popa. – Motion is approved.

Public Comments:

Omena Point Road resident Jim Miller: Miller expressed his disappointment that there has been no response from the Road Commission Board regarding an earlier request from several residents on Omena Point Road who asked the Board to remove the passing zone striping on the straight away in front of the beach area as well as install additional signage. Miller also claimed the County Sheriff agrees that there should be no passing zones on Omena Point Road and stated examples of close calls involving motorists and pedestrians on this stretch of road.

Heard comments from Leland Township residents Nick Fleezanis, Ron Paczkowski and Judith Talbott who are seeking to lower the speed limit on CR-641 between M-22 and Alpers Road to 45 mph. All three offered comments why a reduced speed limit is needed, citing that people wishing to access the lake have to cross the road where visibility is limited, resulting in a safety hazard. Talbot also stated the same hazard exists for pedestrians walking or biking along the road as well. Fleezanis had initially contacted Popa with this request and Johnson had responded, outlining what steps the group needs to follow if they wish to pursue the matter (ask their township board to forward a request to the Road Commission, who in turn sends a request to the Michigan State Police asking for a speed study). Even though Johnson commented the likelihood the study would result in changing the speed limit is not great, Fleezanis stated the group will still continue their efforts starting with bringing their request to Leland Township Board as instructed.

Correspondence: None.

Appointments: At 1:15 p.m. bids for a 4.5 cyd wheel loader were opened and read. The results are as follows:

Vendor:	<u>Alta Equipment</u>	<u>AIS Const</u>	<u>Michigan CAT</u>	<u>AIS Const</u>	<u>AIS Const</u>
Make-Model:	'15 Volvo L110H	'15 Komatsu WA380-6	'15 Caterpillar 950M	'15 John Deere 644K – bid 1 (w/o coupler)	'15 John Deere 644K – bid 2 (w/coupler-hyrd)
List price:	\$228,980.00	\$242,700.00	\$240,000.00	\$249,800.00	\$255,200.00
5 yr/3,000 hr power-train warranty:	Included	Full Warranty	Included	Full Warranty* (* deduct \$5,500.00 if power-train warranty only)	Full Warranty*
Guaranteed Re-purchase price:	\$155,000.00	Not offered	\$150,000.00 * (* \$160,000.00 w/coupler)	Not offered	Not offered
First cost:	\$73,890.00	\$242,700.00	\$90,000.00	\$249,800.00	\$255,200.00
Guaranteed Total Cost-Repair: (5 yr-3,000 hrs)	\$12,870.00	Blank	\$4,000.00	Covered in full	Covered in full
Cost-Performance bond	\$8,845.00	Blank	\$1,350.00	Blank	Blank
Total cost to LCRC	\$95,695.00	\$242,700.00	\$95,350.00	\$249,800.00	\$255,200.00
Delivery date:	5 days after PO	Not specified	TBD NLT 12-20-15	60 day	60 days
Option: hydraulic quick coupler and root/brush rake:	Included	\$29,250.00	\$29,500.00 Rake-not repurch.	N/A-pin only	\$15,800.00 root rake only
Manufacturer warranty:	5 yr/3,000 hr	5 yr/3,000 hr	5 yr/3,000 hr	5 yr/3,000 hr	5 yr/3,000 hr
Optional lease terms:					\$123,356 in advance; \$155,429 end of 5 years if purchased.

Motion by Joyce, supported by Calhoun, directing staff to review all bids to ensure all specifications and requirements have been met, and to award the bid that would be in the best interests of the Leelanau County Road Commission in a timely fashion.
Ayes: Calhoun and Joyce. Nays: none. Absent: Popa. – Motion is approved.

Management Reports:

Johnson:

-Clean-up efforts in Glen Arbor are winding down. The personnel provided by the State of Michigan to help clean up the debris have left.

Nedow and Johnson will be attending a meeting with officials from the State Wednesday to discuss possible reimbursement for storm related costs incurred under Section 19 Grant funding under the Michigan Emergency Management Act - PA 390.

-McKeese/Stallman Road BIA project is complete and the road reopened to traffic. A driveway will need to be built as part of the compensation promised to one of the property owners who provided additional road right of way for the project.

- Omena Point Road: Johnson stated that so far he has been unable to find a statute or applicable regulation/guideline authorizing the Road Commission to remove the passing zone designation at this time. Not wishing to raise false hopes, he stated he will continue his search.

-Fog seal (Fasblack) was applied to sections of CR-616, CR-667 which was seal coated this summer, and to the Empire Airport runway. Johnson noted the product did not cure readily in areas with a lot of shade but overall he is pleased with how well the product was to apply.

-Crews have closed a section of CR-641 north of Horn Road in order to replace a failed culvert under the road. The MDOT M-22 resurfacing project (north of Belanger Creek to Omena) has begun as crews have replaced a failed culvert north of Peshawbestown prior to paving.

When Calhoun brought up the gravel that had washed away on Miller Hill Road during a recent heavy rain, Joyce asked Johnson why this road had not been paved as proposed during the Board's spring road tour to prevent having to replace gravel each time there is a heavy rain. Johnson responded he does not want put an investment into paving until there is consensus among affected residents how best to address water runoff and whether paving is wanted.

-Johnson will be attending a meeting in Glen Arbor Township to discuss a proposal to re-plant trees, some in the road right of way, to replace those that had blown down.

Amend published Right of Way Standards-Commercial driveway review: Nothing to report at this time.

Manager discussion: applications received to date: Joyce and Calhoun stated they are ready to proceed with interviewing the applicants received to date. As such, Calhoun suggested adopting a motion to stop accepting applicants as of September 28, 2015.

Motion by Joyce, supported by Calhoun, to cease accepting applications for Manger or Engineer/Manager as of September 28, 2015 as advertised.

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

Motion by Joyce, supported by Calhoun to reschedule the start time of the Tuesday, October 6, 2015 regular meeting from 1:00 p.m. to 7:00 p.m. so that the Board can interview candidates who have submitted applications. Joyce also asked that the motion include the following statement: Calhoun and Joyce agree the three Road Commission Board members are capable of conducting the interviews in-house without outside assistance or without direct involvement from staff. Further, each Board member is to rank the applicants and submit their lists to Nedow for tabulation so that the top three candidates can be identified and granted an interview on October 6th. Ayes: Calhoun and Joyce. Nays: None. Absent: Popa. – Motion is approved.

Joyce and Calhoun also stated their preference to schedule interviews thirty to forty-five minutes apart and ask applicants to not attend the meeting prior to their interview. Nedow will determine how this request can be applied under the Open Meetings Act. Joyce also asked Nedow to include no other topics on the meeting agenda other than the interviews.

Cost share agreement: Elmwood Township:

Motion by Joyce, supported by Calhoun, authorizing the Leelanau County Road Commission to enter into a cost share agreement with Elmwood Township to resurface San Remo Boulevard and Monaco Way, including shoulder restoration and cleanup. The total estimated cost for this project is \$132,000.00. Elmwood Township agrees to voluntarily provide 50% of this amount, a total of \$66,000.00 payable 15 days after invoicing upon completion of the work, on or around October 15, 2015.

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

Public Comments: Chris Holton, Village of Northport Department of Public Works, introduced himself to the Board. Besides stating Superintendent Priest has been good to work with, Holton asked the Board not to forget about Kitchen Road which is in need of repair in conjunction with the Village's efforts.

Commissioner comments:

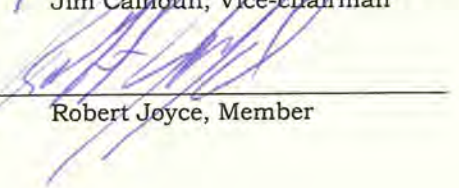
-Joyce: asked Johnson to pass along his concerns that road crew members are not wearing their personal protection equipment consistently and to ensure the workforce is consistently utilizing it at all time. He also offered positive comments for the Suttons Bay garage buildings which had their exteriors painted.


-Calhoun: asked that any permits are to be date stamped when they are received. He also provided photos of the fog seal application recently applied and offered positive comments as to the appearance of the product on CR-667 and the Empire Airport runway.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By  _____
Jim Calhoun, Vice-chairman

By  _____
Robert Joyce, Member

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

October 6, 2015

A rescheduled regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 7:00 p.m. on Tuesday, October 6, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa, Vice-chairman Jim Calhoun, Member Robert Joyce, Engineer-Manager James C. Johnson, and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: No additions requested.

Vouchers 38263 thru 38294 in the amount of \$269,888.79 were approved for payment.

Minutes from the September 16, 2015 regular meeting were approved.

Public Comments: None.

Correspondence: None.

Appointments: From 7:00 p.m. until 9:40 p.m. the Board interviewed three applicants for the Manager position.

At 9:40 p.m. Member Joyce made a motion to go into closed session to discuss each applicant's qualifications as one of the candidates had requested confidentiality. Joyce's motion was supported by Vice-Chairman Calhoun.

Roll call vote: Joyce - Aye; Calhoun - Aye; Popa - Aye. Motion adopted and the Board entered into closed session at 9:41 p.m.


At 10:15 p.m. the Board returned to open session.


Motion by Joyce, supported by Calhoun to schedule a special meeting for Thursday, October 8, 2015 starting at 4:00 p.m. so that the Board can continue discussions evaluating candidate qualifications for the Manager position.


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

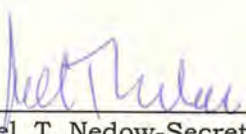
With no more business to conduct, Popa adjourned the meeting at 10:16 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Chairman, John Popa

By 
Jim Calhoun, Vice-chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

A special meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 4:00 p.m. on Thursday, October 8, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa, Vice-chairman Jim Calhoun, Member Robert Joyce, Engineer-Manager James C. Johnson, and Finance Manager/Secretary to the Board Joe Nedow. No guests were present.

Purpose of the meeting: to review and consider applications for the Manager position.

Public Comments: None.

At 4:01 p.m. Calhoun made a motion to go into closed session to discuss the qualifications of the applicants received. Calhoun's motion was supported by Joyce.

Roll call vote: Joyce – Aye; Calhoun – Aye; Popa – Aye. Motion adopted and the Board entered into closed session at 4:02 p.m.

At 4:40 p.m. the Board returned to open session.

Motion by Joyce, supported by Calhoun creating the position of Managing Director who will be responsible for managing the daily operations of the Leelanau County Road Commission.


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

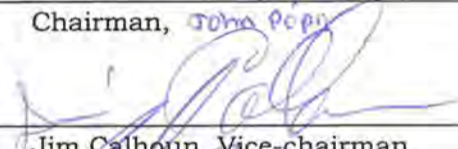
Motion by Calhoun, supported by Joyce, to offer the position of Managing Director to applicant Dan Wagner, with a starting salary of \$78,000.00 per year, two weeks paid vacation and the use of a vehicle supplied by the Road Commission. The offer is contingent upon Wagner successfully passing a drug and alcohol screening administered by the Road Commission's physician of choice and receipt of a signed offer acceptance letter that Nedow will be sending to Wagner following the meeting.

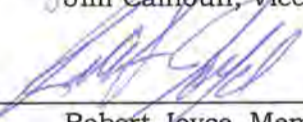
Ayes: Popa, Calhoun and Joyce. Nays: None – Motion approved.


With no more business to conduct, Popa adjourned the meeting at 4:45 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Chairman, John Popa

By 
Jim Calhoun, Vice-chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 1:00 p.m. on Tuesday, October 20, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa, Vice-chairman Jim Calhoun, Member Robert Joyce, Engineer-Manager James C. Johnson, Superintendent Dave Priest, Maple City Foreman Gino Grimaldi and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as written.

Vouchers 38295 thru 38334 in the amount of \$384,575.67 were approved for payment.

Motion by Calhoun, supported by Joyce to approve the October 6, 2015 regular meeting minutes and October 8, 2015 special meeting minutes as presented.

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

Public Comments: None.

Correspondence: Email dated October 13, 2015 from Ross Satterwhite, managing member of Courthouse Redevelopment Group to Johnson. The group (CRG) has an option to purchase the former Leland Courthouse/jail property from the Leelanau Brownfield Redevelopment and is seeking to amend the existing PUD that was approved by Leland Planning Commission into nine single home sites with no structural development on the Leland River. Satterwhite's email also included plans for the amendment PUD as prepared by Jozwiak Consulting which includes a proposal to replace the existing rock wash storm water drainage system with an aesthetically pleasing aqua swirl design that would continue to direct storm water flow from Grand Avenue to the river. He also asked the Road Commission for a formal approval to waive the ten foot wide pedestrian easement provided by Kelly-Varley when Cedar Street was abandoned by the Road Commission in 2009.

Johnson offered the following recommendation:

- 1) The pedestrian easement was provided by Kelly-Varley when Cedar Street was abandoned in 2009. Johnson stated his opinion that keeping the easement is important to pedestrians crossing between Grand Avenue and Chandler Street as they do not have walk up the hill to the north.
- 2) Also included in the abandonment motion, the drainage easement was provided by the developer who had built the open ditch with input from the County Drain Commissioner. Johnson questioned how the new developers would ensure funding to maintain the drainage structure when the property is subsequently sold.

After Popa provided a brief history on the Cedar Street abandonment, the Board agreed with Johnson's recommendation.

Motion by Joyce, supported by Calhoun, directing Johnson to respond on behalf of the Board that the Leelanau County Road Commission is not willing to abandon the ten foot wide pedestrian easement between Grand Avenue and Chandler Street but authorize the existing drainage structure to be relocated or replaced, provided the Drain Commissioner agrees and that future maintenance expenses will be adequately funded by the landowners.

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

Appointments: None.

Management Reports:

Johnson:

- Omena Point Road: Johnson provided a report summarizing the concerns expressed by several residents who reside on the road; the results of Johnson's search of statutes or applicable regulation/guidelines that would authorize the Road Commission to remove the passing zone designation; and Johnson's recommendations/findings which include:

-the restriping of the centerline earlier this year followed the exact same pattern and layout that was used by the previous time with no changes made.

-A "No Passing Zone" already exists at the public beach area.

-Residents consider additional trimming of trees, bushes and lilacs within the count road ROW to help improve vision in this area. The Road Commission would be willing to assist if individual homeowners are physically unable to do this.

-The possibility of improving/widening the existing road shoulders to accommodate pedestrians and non-motorized traffic, including an option of building an independent path along the existing travel lane. The Road Commission would be willing to work with the Township to develop a design and help with grant applications to fund such an effort.

Joyce questioned the validity that the passing zones had been there before. He reiterated his opinion that while he does not have a problem with the present speed limit on the road, he does have a problem with passing zones given the terrain thru which the road traverses and limited site distance where the passing zones presently exist. While Johnson did not disagree with Joyce's assessment, he also stated present laws and rules governing passing lanes do not support making a change.

Johnson also offered his thoughts that the new signs recently installed will have an impact on slowing traffic down. Calhoun stated he drove the road recently and did not see where the paint markings had changed from what was there before.

Popa complimented Johnson on the thoroughness of his report and suggested the matter should be directed to Leelanau Township to determine if the Township is willing to provide funds to establish a pedestrian path.

District #4 Board of Commissioner Ty Wessell offered his thoughts on the issue. When the safety concern was brought to his attention, he had directed whose residents with concerns to bring this issue before the Road Commission to address. He urged the Road Commission Board not to dismiss the issue and to revisit it next spring. Johnson will respond to the group and provide a copy of his report.

-Soil borings under Freeland and Casperson Roads indicate poor soil conditions under the road bed which indicates extensive undercutting would be required.

-Received an informal request from Glen Arbor for a quote to pave Brooks Road next spring. As the August windstorm cleared most of the trees along this road, paving it would be acceptable to those residents who previously did not wish to have trees removed to pave it. Johnson will also be meeting with Glen Arbor Township officials and concerned residents on site to discuss whether there is interest in improving Miller Hill Road.

-San Remo and Monaco Way in Elmwood Township is scheduled to be paved this week, weather permitting.

Other items to report:

- Speed study requested for Northwood Drive – Glen Arbor Township has been forwarded to the Michigan State Police now that the road has been cleared of fallen trees and debris.
- Johnson is trying to contact the owner of a dock left on the rock slope on CR-641 Dugway to have them remove it from the slope as stated in the revocable permit issued to the previous owner.
- Continuing efforts with Grimaldi to have piled logs and debris that was left in the road right of way in Glen Arbor Township removed before winter.
- Carter Road development: Leelanau Flats – with a driveway permit application expected soon, Johnson urged the Board to invite the developer to meet with the Board to discuss making a contribution to help upgrade Carter Road.

Priest:

-Reported the problem with the rear ends drifting on the new plow trucks has been identified: the wrong tires were installed on the rear set by the factory. New tires will be installed which should correct the problem.

-Priest still hopes to wedge McAllister and Smith Roads this year depending if the asphalt contractor can schedule the project and if the weather cooperates.

-Solon Township has decided not to pave Popa Road this season as the funds earmarked for this project had to be redirected to fix safety problems at the dam in Vlack Park.

Grimaldi: crews have been busy getting their routes ready for winter. Popa asked Grimaldi to determine if the Road Commission plows the county recycling area in Cedar or not.

Nedow: Reported the December 1st Priority Health insurance renewal rates are available with prices for the HSA plan going up slightly. The open enrollment period for employees who want to make changes to dependent coverage, switching to/from the Union 100% HMO plan, or dropping coverage will begin November 1st and close November 15th. Nedow also provided updated financial statements thru the third quarter that include a request to adjust the 2015 budget.

Motion by Calhoun, supported by Joyce to amend the Road Commission's 2015 budget as follows:

Revenues: Increase State Trunkline-TWA by \$305,000.00; increase State General Fund Distribution by \$230,000.00; increase State Trunkline Audit by \$56,000.00; increase Township Contributions by \$165,000.00; increase Road Millage Proceeds by \$25,000.00; decrease BIA Grants Receivable by \$250,000.00; increase Miscellaneous Contributions by \$10,000.00; increase Permits & Fees by \$5,000.00; increase Gain/Loss of Sale of Assets by \$75,000.00; increase Allowance for Depreciation by \$55,000.00; and decrease Rents/Royalties by \$24,000.00.

Expenditures: Decrease Primary Road-Heavy by \$200,000.00 and increase Primary Road-Routine Maintenance by the same amount. Decrease Local Road-Heavy Maintenance by \$200,000.00 and increase Local Road-Routine Maintenance by the same amount. Increase State Trunkline-TWA by \$305,000.00; increase Capital Acquisitions by \$315,000.00; and increase Equipment Expense-Net by \$78,000.00.

Discussion: Popa questioned why the request included an increase of \$30,000.00 for Capital Acquisition for a new vehicle for the Manager. Nedow replied that he was orally instructed to purchase a crew cab 4X4 pickup truck during the October 8th special meeting. These instructions were confirmed by Calhoun and Joyce.

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

Proposed letter to CRA-drop further legislation efforts Priority #28 (ORV ordinance and funding):
No action as comments will be taken by CRA at the November Paul Bunyan Council meeting.

Proposed "Use of Information Systems/Email" policy:

Nedow had received this proposed policy from the Road Commission's labor attorney when he inquired (on behalf of Priest) whether the existing Road Commission policies are sufficient to address the points discussed in a presentation given by Attorney Wendy Hardt at the Superintendent Conference held earlier this month in Sault Ste. Marie. In an email to Nedow, Hardt stated she had reviewed our existing policies and suggested the policy she is proposing would complement what we already have in place.

Popa expressed his concerns that before the policy can be enforced, steps need to be taken to ensure all the workforce reads and understands the contents of the policy. He suggested Priest and Grimaldi should meet both garages to ensure they understand the policy.

Motion by Joyce, supported by Calhoun to adopt the "Use of Information Systems/Email" policy as recommended by attorney Wendy Hardt of Michael Kluck and Associates (our labor attorney).

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

Review and renew county road millage ballot language for 2016 primary election:

Motion by Joyce, supported by Calhoun, to approve the 2016 road millage ballot language as presented and to ask the County Board of Commissioners to include the road millage renewal in the 2016 August primary election which reads as follows:

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

For the sole purpose of funding general operating expenses to be incurred in maintenance and repair of roads and highways within the County of Leelanau, at the same millage level previously approved by the voters every two years since 1986, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Leelanau, Michigan, be renewed at 0.5000 mill (\$0.5000 per \$1,000 of Taxable Value) for a period of two (2) years (2016-2017) inclusive?

(If approved and levied in full, this millage will raise an estimated \$1,261,757 for road and highway maintenance and repair general operating expenses in the first calendar year of the levy based on taxable value. In accordance with State law, the millage will be disbursed to the Leelanau County Road Commission, and the Villages of Empire, Northport, and Suttons Bay.

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

Nedow informed the Board the millage language was reviewed by the County’s attorney David Stoker in December 2013. In addition, the total millage proceeds reported above will be revised this coming spring once property values have been adjusted for Board of Reviews, new home construction and home purchases.

Nedow also stated the letter to the County Administrator will ask for a February 2016 appointment with the Executive Committee of the County Board of Commissioners to make the request in person.

Schedule public hearing: proposed 2016 Road Commission budget:

Motion by Joyce, supported by Calhoun, to schedule a public hearing on Tuesday, December 1, 2015 at 1:30 p.m. to hear public input on the proposed 2016 Road Commission budget.

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


Public Comments: Ty Wessell asked the Board to revisit the Omena Point Road issue again in the summer as he feels there are valid safety concerns expressed by residents, especially at the public beach, that need to be remedied.


Commissioner comments:

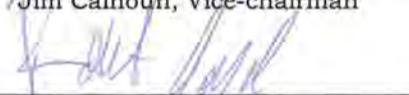
-Joyce: reported meeting with Northport Village Administrator Barb Von Voigtlander to discuss a possible joint project with the Village to repair Kitchen Road. Further discussion ensued to determine how much of the road is within the village limits. Johnson confirmed that only the north 0.24 miles of Kitchen Road is an unpaved seasonal county road and the remaining southern paved segment is within the Village’s jurisdiction. Joyce also announced he will be out of town for the November 3rd regular meeting.

With no more business to conduct, Popa adjourned the meeting at 2:22 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
John Popa, Chairman

By 
Jim Calhoun, Vice-chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 1:00 p.m. on Tuesday, November 3, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa, Vice-chairman Jim Calhoun, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent Dave Priest, Maple City Foreman Gino Grimaldi and Finance Manager/Secretary to the Board Joe Nedow. Member Robert Joyce was absent. No guests were present.

Agenda: Approved as written.

Vouchers 38335 thru 38362 in the amount of \$319,410.12 were approved for payment.

October 20, 2015 regular meeting minutes were approved.

Public Comments: None.

Correspondence: None.

Appointments: None.

Management Reports:

Wagner:

Popa welcomed new Managing Director Dan Wagner, who started November 2nd. Wagner asked to hold goal-setting sessions with the Board in the near future to identify goals and objectives the Board would like to see accomplished.

Johnson:

- Deteriorating culvert under CR-620 (Hohnke Road): As permission has been received from both adjacent landowners, Elmers has been hired to insert a smaller diameter sleeve through the old culvert opening and grouting it into place as a means of fixing the problem. Additional shoulder/bank restoration, if needed, will be done afterwards weather permitting.

-Speed study: Northwood Drive as requested by Glen Arbor Township: Johnson reported the request has been placed on hold until this coming summer. Glen Arbor Township officials informed Johnson that they would prefer to have data gathered when traffic flow is at its peak during the summer months.

-Road projects: San Remo and Monaco Way (Elmwood Township) paving project has been completed. McAllister Road and Smith Road were wedged earlier this week and crews are working on shoulder restoration. Bodus Road: undercut is done and as all paving contractors were unavailable, paving was completed by our own crew using rented paving equipment.

Priest/Grimaldi:

-M-22/M-204 intersection: ditch has been dug by the clear vision area as requested by MDOT.

-Bids for two new heavy plow trucks are expected to go out soon. Bids will be opened and read at the December 15th meeting.

-New root rake/grapple for the Volvo loader has been delivered.

-Crew members are getting their plow routes ready for the winter.

-Installation of the emergency generator at the Maple City garage is almost complete. Grimaldi reported the contractor needs to run a gas supply line before the project is finished. Popa requested that upon completion, staff should run a test to ensure fuel can be dispensed in the event of a power outage.

Nedow: draft of the 2016 Road Commission budget will be distributed before the November 17th meeting for the Board to review. The public hearing for the proposed budget is scheduled for December 1st and the first notification has been published in the Leelanau Enterprise.

BIA funds have been received at the end of October for the McKeese Road project. Contractors can now be paid accordingly on November 10th.

While soil samples taken from where the old diesel tank was removed indicated no measurable pollutants were found, Nedow informed the Board the State of Michigan Licensing and Regulatory Agency has been slow in finalizing our closure notice.

Old Business: None.

Popa: send request to County Board of Commissioners to change Road Commission Per Diem rates to match the County:

Discussion tabled as requested by Popa.

Offer to extend 2015 emulsion prices to 2016:

Nedow reported receiving a letter from Michigan Paving & Materials Company offering to extend their 2015 emulsion prices to 2016.

Motion by Calhoun, supported by Popa, authorizing Managing Director Dan Wagner to accept Michigan Paving & Materials Company offer to extend 2015 emulsion prices to 2016 if doing so would be in the best interests of the Leelanau County Road Commission.

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

Public Comments: None.


Commissioner comments:


-Popa: asked if the MDOT-M-22 paving project has been completed. Johnson responded the project was completed at the end of September. He also asked Calhoun if the BPW Board could meet on January 4th or 6th 2016 instead of Tuesday the 5th as the County Clerk's office will not have anyone available to take minutes on that day. Popa also suggested holding the meeting in Suttons Bay on the 5th prior to the Roads Commission's organizational meeting. While no objections were offered, Nedow recommended checking with the County Clerk before making any changes.

-Calhoun: In regards to sending a request to the County Board of Commissioners to change the Road Commissioner's Per Diem rates, Calhoun reminded Popa that he and Joyce were clear when they told Popa in September 2015 that they were satisfied with their present compensation package and did not want to request any changes. Popa replied that he had received a request from County Administrator Janik who asked Popa to provide a letter to the County Board from the Road Commission asking to raise the Road Commission's Per Diem rates. Nedow stated he had been contacted by County Clerk Crocker who asked for documentation as to the origins of the present Per Diem rates used. He also informed the Board that Crocker had sent an inquiry to the County's legal counsel asking for clarification as how to proceed in this matter. Presently, Leelanau County's Per Diem policy does not apply to the Road Commission as our agency was omitted from the list of applicable agencies/commissions. Should the County Board pass a motion to adjust the Road Commission's Per Diem rates, doing so would likely result in the Road Commission being added to the list of applicable agencies required to follow the guidelines set forth in the County's policy. Until the matter has been settled by the County Board, Nedow had been advised by Crocker to continue with what we had been doing until the County Board decides otherwise.

With no more business to conduct, Popa adjourned the meeting at 1:57 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
John Popa, Chairman

By 
Jim Calhoun, Vice-chairman

Attest: 
Joel T. Nedow-Secretary to
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 1:00 p.m. on Tuesday, November 17, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa, Vice-chairman Jim Calhoun, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent Dave Priest, Maple City Foreman Gino Grimaldi, Fleet Manager Dustin Albrecht and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as written.

Vouchers 38363 thru 38415 in the amount of \$967,378.66 were approved for payment.

November 3, 2015 regular meeting minutes were approved.

Public Comments: None.

Correspondence: Email dated November 16, 2015 from Janet Grimm who reported the M-72 and Parkway intersection on the west side of Traverse City is starting to break up and becoming rough. Grimm asked who has jurisdiction over this portion of road and whether she needs to contact Grand Traverse County Road Commission or City of Traverse City to ask if the road could be patched to minimize potholes this winter. Priest stated Grand Traverse County Road Commission is responsible for M-72 from the M-22 intersection to Bugai Road, and the City of Traverse City is responsible for the Parkway from M-72 east. Wagner stated he will contact Grimm to clarify which segment she is referring to and Priest will inspect the road within Leelanau County to determine if patching is needed.

Appointments: At 1:10 p.m. the Board met with Joe Elliott of Gourdie Fraser & Associates, who represents the developer of "Leelanau Flats" development being built in Elmwood Township along Carter Road. In a recent meeting with Wagner and Johnson, Elliott reported his client agreed to provide \$25,000.00 matching funds to improve Carter Road from M-22 to the entrance of Leelanau Flats and to design and install a replacement culvert for the stream crossing on this road segment. Elliott stated the contractor who will be installing the water main and sanitary line from the development to the entrance to Morgan Farms has pledged to fix that segment of Carter Road in the event the shoulder and road edge is damaged during construction. Two permit applications have been submitted; one for the commercial drive entrance that will also require an additional \$8,000.00 escrow for curb and gutter and also a utility permit for the installation of the water main/sanitary line. When Popa asked if there is sufficient room to allow for paved shoulders for pedestrian use, Johnson stated there is insufficient room to do so. However Elliott stated the developers have also pledged to build pedestrian pathways outside the road right of way that will be linked to the TART trail system and deeded to the public. While additional tree clearing will continue this winter, construction of the entrance is expected to happen next summer.

Motion by Joyce, supported by Calhoun, authorizing staff to issue a commercial driveway permit for Leelanau Flats that is contingent upon receipt of the developer's \$25,000.00 contribution for improvements to Carter Road from the development entrance to M-22 and \$8,000.00 in escrow funds to guarantee completion of the work. Staff is also authorized to issue a utility permit for installing the underground water main and sanitary line from Leelanau Flats entrance to Morgan Farm subdivision entrance and replacing a culvert that runs under Carter Road. Ayes: Popa, Calhoun and Joyce. Nays: None. Motion is approved.

Management Reports:

Wagner: provided a summary of activities he had been undertaken over the past few weeks to acclimate himself as Managing Director, including assisting the Grand Traverse Band of Ottawa and Chippewa Indians/NCRS with submitting a grant application proposal for improving several yet unidentified stream crossings and other similar projects within Leelanau County.

Johnson:

- With the onset of winter, Johnson reminded the Board that in accordance with a long standing practice, issuing utility permits will be restricted depending upon the weather.

-CR-620 culvert replacement project: pending, as the contractor is waiting for the correct sleeve-insert to be delivered to the job site.

Priest/Grimaldi/Albrecht/Nedow:

-As asphalt plants are expected to shut down for the winter, patching material will have to switch to cold patch.

-As the weather has been mild in recent weeks, Priest has delayed implementing the night patrol. His initial plan is to start one shift next week and see what the weather will do before starting the second shift.

-Grimaldi reported the Maple City crew members have finished marking their routes. Crews have been busy restoring gravel on Lake Michigan Road that was torn up by construction equipment.

-Albrecht reported receiving four new-style cross-augers to install on existing sanders which he believes will be more reliable and simpler to repair than the system we presently use.

-Nedow reported receiving written final approval notices from the State of Michigan Licensing and Regulatory Agency for the Suttons Bay and Maple City fuel sites soil/ground water contamination testing.

Old Business:

Future participation in TC TALUS:

Popa stated he believes continuing participating in TC TALUS should continue. Popa stated he believes that as Elmwood Township has the highest county population concentration and the M-22 corridor into Leelanau County, the Road Commission should be a part of any transportation decisions that impact Elmwood Township. While the 2015-16 membership fee has not been billed yet, it is his belief the cost does not outweigh the possible benefits of continuing to be a part of TC TALUS.

Wagner concurred as he had attended the latest TC TALUS meeting earlier in the day. He learned that should this organization grow into a metropolitan planning organization requiring technical assistance which the Road Commission could provide. In addition, it is possible future federal aid funding could flow through this venue. He too recommends continuing to participate.

Calhoun and Joyce agreed, provided the membership cost assessed does not become significant.

New Business:

Offer to extend 2015 gasoline/diesel prices to 2016:

Nedow reported receiving a letter from Bayshore Oil & Propane offering to extend their 2015 fuel prices to 2016.

Motion by Joyce, supported by Calhoun, to accept Bayshore Oil & Propane's offer to extend their 2015 fuel prices to 2016 as doing so would be in the best interests of the Leelanau County Road Commission.

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

Introduction- proposed 2016 Road Commission budget:

Nedow provided a draft copy of the proposed 2016 budget including supporting schedules and planned capital acquisitions for the Board to review prior to the December 1st budget public hearing. Joyce suggested the budget should include purchasing two ¾ ton trucks equipped with snowplows for Priest and Grimaldi instead of purchasing two patrol trucks. Nedow asked that any recommended changes to the draft budget be approved by Wagner prior to making any changes.

Johnson also mentioned Albrecht received an offer from Grand Traverse Diesel Service to extend last December's cab and chassis prices to this year instead of seeking competitive bids as planned. As the road commission had routinely extended bid prices for annual materials, he suggested the same should apply to extending last year's cab and chassis bid. Nedow stated he spoke to several road commissions on this topic and received mixed responses. Those road commissions that extended cab and chassis bids had a specific provision in their original bid request that stated prices would be extended for one year if agreeable to both parties. Even though our bid document did not include this provision, it is his recommendation to accept the offer as doing so would be a savings to the public with minimal inherit risk. Accepting the offer should not be done until the Board approves the 2016 budget. He also recommended that any future bid documents should include this provision. Competitive bids should be sought for truck equipment since the equipment specifications have changed since last year.


Public Comments: None.

Commissioner comments:

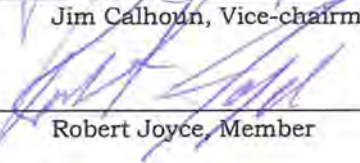
-Joyce stated that after an initial look at the budget, there are several items which he feels the Board should discuss prior to adopting the budget.

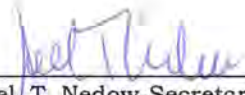
With no more business to conduct, Popa adjourned the meeting at 2:11 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
John Popa, Chairman

By 
Jim Calhoun, Vice-chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

A **special** meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 5:00 p.m. on Wednesday, November 25, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa, Vice-chairman Jim Calhoun, Member Robert Joyce, Managing Director Dan Wagner and Finance Manager/Secretary to the Board Joe Nedow. No guests were present.

Agenda: Approved as written.

Public Comments: None.

Purpose: Purpose of the meeting is to discuss the Managing Director's job description and budget line items for the administrative staff.

-Managing Director's job description: Wagner stated he had the opportunity to discuss his job description with each Board member individually during the past few weeks and no clarification is necessary.

-Budget line items: Engineer salary/use of Road Commission vehicle for commuting purposes: Discussion ensued on adjusting Johnson's salary now that a new Managing Director has been hired. Popa, Calhoun, Joyce and Wagner offered their thoughts on this topic.

Motion by Calhoun, supported by Joyce that as a new Managing Director was hired earlier this month with Johnson's title reverting to Engineer, it is time to conclude ongoing discussions on adjusting Johnson's salary downward. Therefore, effective January 1, 2016, the Engineer's salary is to be reduced by \$4,000.00 (from \$73,161.20 to \$69,161.20).

Ayes: Calhoun and Joyce. Nays: Popa. Motion is adopted.

Joyce also stated his opinion that Johnson should not continue to take a vehicle home at night. It is his belief that there have been few instances in the past where it has been necessary for Johnson to respond to emergency situations during weekends and/or at night. As such, he believes continuing to provide Johnson with a vehicle to take home at night cannot be justified to taxpayers.

Motion by Joyce that the vehicle presently used by Johnson for daily commuting remain on Road Commission property at night unless there is a need requiring him to take a vehicle home to address road commission related functions after regular business hours.

Joyce's motion was not supported.

Motion by Calhoun, supported by Joyce, that six months from now the Board will review whether the Engineer should continue to use a Road Commission vehicle for commuting purposes. At that time, the Managing Director is to provide data that supports continuing this practice.

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


Budget line item: administrative wage adjustment for 2016: After a general discussion, the Board provided feedback on budgetary administrative wage adjustments for 2016.


Public Comments: None.

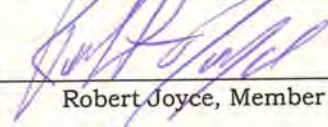
Commissioner comments: None.

With no more business to conduct, Popa adjourned the meeting at 6:15 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
John Popa, Chairman

By 
Jim Calhoun, Vice-chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 1:00 p.m. on December 1, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa, Vice-chairman Jim Calhoun, Member Robert Joyce, Managing Director Dan Wagner, Engineer James Johnson, Superintendent Dave Priest, Maple City Foreman Gino Grimaldi and Finance Manager/Secretary to the Board Joe Nedow. One guest was present.

Vouchers 38416 thru 38441 in the amount of \$150,056.61 were approved for payment.

Minutes from the November 17, 2015 regular meeting and November 25, 2015 special meeting were approved.

Agenda: Approved as written

Public Comment: None.

Correspondence: Email dated November 23, 2015 from Leelanau County – District #4 Commissioner Ty Wessell asking the Board to keep Kitchen Road on the list for future repairs. Wessell also asked if there is anything that can be done to get MDOT to address the standing water and drainage at M-22 near the blinking light in Northport. Wagner had sent an email to the Board reminding them that Kitchen Road is a village street. While the Road Commission could assist the Village of Northport with this project, there would likely be little financial advantage involving the Road Commission as we cannot spend Act-51 funds on a road that is not ours.

Wessell stated he understands what has been said, but he continues to receive inquiries from Village residents on this topic. He suggested writing a letter to Village of Northport Administrative Coordinator Barb Von Voigtlander explaining the situation. Wagner stated he would do so. Wagner also said he recently learned MDOT's design staff is trying to design a solution to drain the ponding at the M-22/M-201 intersection. Calhoun stated he also spoke to Village representatives about Kitchen Road and suggested they could use their share of the road millage proceeds to fund a repair project.

Staff reports:

Wagner:

-Job shadowing with neighboring road commissions is continuing; Wagner will be visiting Emmet County Road Commission later this week.

-Johnson and Wagner had met with Consumers Energy representatives to resolve cutting down a large dead tree in Leland that has limbs above power lines.

-Wagner announced his intent to request a February 14, 2016 meeting with the Leelanau County Executive Board to request our road millage be placed on the August 2016 primary ballot.

-Wagner will be meeting with various township boards and their supervisors in the coming weeks to explore if there is any interest in planning road improvement projects and what the Road Commission can do to help.

-2016 project list is expected to be ready soon.

Johnson:

-CR-620 culvert project: new insert has been installed and partially grouted. Once the grout has cured, the contractor will return to finish pumping in the rest of the grout. Johnson reported slope/shoulder restoration should be minimal and the road shoulder appears to be holding up.

-Johnson is continuing to work on entering road maintenance data into MDOT's database as required this year as part of the annual Act-51 report to the State.

-Johnson and Wagner recently attended a meeting with representatives from the LTLPOA, Cleveland Township Supervisor Stein and their consultants to discuss their 2 year-long study of beaver dam control and its effect on stream/lake levels. Johnson stated his opinion that the beaver dams are the main reason why reoccurring flooding has been a problem there and that replacing the existing culverts would not correct the routine seasonal flooding problems. Efforts to work toward a solution will continue.

-Johnson was able to contact the owner of the dock left on the stone embankment of CR-641 near Alpers Road. He also learned that irrigation lines which had been installed in the right of way should be removed now that vegetation has been established on the embankment.

Priest:

-New employee Stacie Bowers started work at the Suttons Bay garage November 30th. Long time Suttons Bay employee Steve Schlueter will be retiring December 4th.

-In the absence of snow, crews have been busy cutting dead trees along many county roads.

Appointments:

Public hearing: proposed 2016 Road Commission budget: At 1:30 p.m. Popa opened by reading the published notice explaining the reason for the public hearing: to listen to public comments regarding the proposed 2016 Road Commission budget.

The latest version of the budget draft included changes Nedow had made since the last meeting for which he provided explanations. A general discussion ensued whether the two patrol trucks included in next year's budget should be upgraded to ¾ ton trucks equipped with front plows. Priest and Grimaldi, who were asked by Wagner to contact neighboring road commissions to see if they utilize this arrangement for their patrol staff, reported most already utilize this type of equipment. Staff will continue to gather data on this topic. Nedow stated the revised 2016 Capital Acquisition budget had already been increased accordingly.

Popa asked Wagner to also have his recommendations for administrative wage adjustments at the December 15th regular meeting to be implemented on January 1, 2016. Nedow will also have a year-end request to adjust the 2015 budget at the December 15th meeting.

Comments in favor of the proposed budget as presented:

Oral comments: None.

Written correspondence: None received.

Comments opposing the proposed budget as presented:

Oral comments: None.

Written correspondence: None received.

Public comments: None.

Popa then closed the public hearing at 1:50 p.m. and resumed the regular meeting.

Staff reports (Continued)

Grimaldi:

-The new emergency generator recently installed at the Maple City garage has been tested and functioning correctly. Maple City work crews will be working on removing dead trees along M-72 as authorized by MDOT.

Nedow:

-Reported the absence of snow is resulting in significant savings in fuel, overtime and salt usage. In addition, fuel prices have been running well below last year's levels.

Resolution 15-03: adopt 2016 Road Commission budget:

Motion by Joyce, supported by Calhoun, to adopt the following Resolution Number 15-03:

BE IT RESOLVED, that a public hearing was held on December 1, 2015 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, 2016. This resolution adopts proposed revenues and expenditures as presented in the accompanying budget document. Total revenues are adopted as \$6,158,550.00 and total expenditures as \$6,182,150.00, and

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

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

BE IT FURTHER RESOLVED that this resolution is to take effect January 1, 2016.

Roll call vote: Ayes: John Popa, Jim Calhoun and Robert Joyce. Nays: None - Resolution adopted.

2016 Road Commission Budget Summary

Beginning cash at 1-1-16: \$400,000.00 (Estimated)

REVENUES		EXPENDITURES	
<u>Transportation Funds:</u>		<u>Primary Roads:</u>	
Engineering	\$10,000.00	Heavy Maintenance	\$400,000.00
Primary Roads	\$1,900,300.00	Routine Maintenance	\$870,000.00
Local Roads	\$984,500.00		
Primary Roads-Urban	\$55,600.00	<u>Local Roads:</u>	
Local Roads-Urban	\$26,200.00	Heavy Maintenance	\$475,000.00
Snow Removal Funds	\$184,000.00	Routine Maintenance	\$1,600,000.00
Forest Road Funds	\$39,800.00		
State Maintenance	\$660,000.00	State Maintenance	\$660,000.00
State - TWA	\$6,000.00	State - TWA	\$6,000.00
State - General Fund Distr.	\$226,200.00	Capital Outlay-Net	\$741,000.00
Taxes Receivable	\$1,193,600.00	Equipment Exp - Net	\$192,800.00
Salvage Sales	\$2,500.00	Fringes & Insurances	\$1,020,200.00
Contributions: Other/public	\$34,000.00	Administrative Exp - Net	<u>\$217,150.00</u>
Township Contributions	\$51,000.00		
Permits & Fees	\$18,000.00		
G/L on Disposal of Equipment	\$60,000.00		
Interest Earned	\$1,500.00		
Allowance-Depreciation	\$690,350.00		
Gain on Aggregate	<u>\$15,000.00</u>		
Total Revenues:	\$6,158,550.00	Total Expenditures	\$6,182,150.00
		Estimated ending fund balance at 12/31/16:	\$376,400.00

Offer to extend last year's cab and chassis bid prices:

Staff received an offer dated November 30, 2015 from Grand Traverse Diesel Service for two Western Star 4900SB cab and chassis for \$120,500.00 each, which is the same price offered in December 2014. Priest stated the only difference is what is being ordered is changing the type of steering box which he was told would not affect the price. Popa asked if it is necessary to accept the offer today or can it wait until the next meeting. Nedow stated that in light of the Road Commission's past practice of accepting bid price extensions within a year of the original quote, it would be his recommendation to accept Grand Traverse Diesel's offer before the end of the year.

Motion by Joyce, supported by Calhoun, to accept Grand Traverse Diesel Service's offer dated November 30, 2015 to extend last year's price of \$241,000.00 (original quote had been accepted by the Board on December 16th 2014) for two Western Star 4900SB cab and chassis.

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

Public Comment: None.

Commissioner comments: None.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By [Signature]
John Popa, Chairman

By [Signature]
Dana Calhoun, Vice Chairman

By [Signature]
Robert Joyce, Member

Attest: [Signature]
Joel T. Nedow-Secretary to the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman John Popa at 1:00 p.m. on December 15, 2015 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman John Popa, Vice-chairman Jim Calhoun, Member Robert Joyce, Managing Director Dan Wagner, Engineer James Johnson, Superintendent Dave Priest, Maple City Foreman Gino Grimaldi, Fleet Manager Dustin Albrecht and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Vouchers 38442 thru 38483 in the amount of \$164,797.86 were approved for payment.

Minutes from the December 1, 2015 regular meeting were approved.

Agenda: Approved as written

Public Comment: AIS salesman Daniel Novak: expressed his appreciation to those Road Commission staff members for recently visiting his facility in Traverse City in order to evaluate equipment for possible future utilization needs.

Correspondence: Nedow received a letter dated November 30, 2015 from Teamsters Local Union No. 214 Business Representative Robert Donick, who requested Nedow sign a Participation Agreement and Memorandum of Understanding to change the bargaining unit member's health insurance to the Michigan Conference of Teamsters Welfare Fund health insurance. Donick asked that the signed documents be returned to his office by December 4th. Nedow explained this request appears to be an attempt to circumvent the Road Commission's bargaining representative (Tom Derderian of Michael Kluck and Associates) who thus far has refused to endorse on the grounds that both documents contain language that Derderian feels subordinates the Employer's rights as well as contradicts several provisions in our present union contract. Nedow recommended waiting until Donick provides revised agreements that are acceptable to Derderian. The Board agreed and instructed Nedow to respond to Donick's letter accordingly.

Appointments:

Truck equipment bids: At 1:10 p.m. bids for truck equipment were opened and read. The results are as follows:

Vendors:	Truck-Trailer Specialties-Boyer Falls	Heights Machinery Williamsburg
-Dump box, hoist and tarp system, fuel-oil tanks, lights, hydraulic system, and snowplow hitch:	\$59,142.88	\$62,227.64
-Furnish/install underbody scraper and circle:	\$9,703.30	\$10,531.90
-Furnish/install patrol wing:	\$11,997.50	\$9,440.12
-Furnish/install Brute Slip-in sander with cross Auger and spinner assembly:	<u>\$18,545.00</u>	<u>\$18,012.34</u>
Total for each dump truck:	\$99,388.68	\$100,212.00
Total for two dump trucks:	\$198,777.36	\$200,424.00
Delivery date:	End of July-mid August	210-240 days ARO
Option: dump body in 10 ga. in lieu of 7 ga.	(\$736.00)	Less than \$300-Negligible

Motion by Joyce, supported by Calhoun, directing staff to review both bids to ensure all specifications and requirements have been met, and award the bid that would be in the best interests of the Leelanau County Road Commission.

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

Staff reports:

Wagner:

-FAST Act (Fixing America's Surface Transportation): Wagner asked the Board to schedule a county-wide planning meeting which should be held prior to the Northwest Michigan Regional Rural Transportation Committee 10C meeting scheduled for January 13, 2016. The list of previously approved projects will be reviewed and additional projects may be submitted by eligible agencies, as well changing project priorities. After general discussion, the Board directed Wagner to schedule this meeting during the January 5, 2015 organizational meeting starting at 1:00 p.m. following the election of officers.

-Wagner introduced a monthly Road Commission Manager's Report that he will be sending to various township and village officials and County agencies. This monthly letter will summarize Road Commission activities during the month as a means of providing feedback to interested parties within the County.

-Wagner will be meeting with Village of Suttons Bay Manager Wally Delamater to discuss how the Road Commission can assist the Village with possible upcoming projects.

-Wagner announced his intent to request a February 14, 2016 meeting with the Leelanau County Executive Board to request our road millage be placed on the August 2016 primary ballot.

Johnson:

-CR-620 culvert project: completed. The road shoulder appears to be holding up and he does not anticipate additional restoration work.

-Johnson and Wagner recently met with representative from the Bureau of Indian Affairs and the Grand Traverse Band who confirmed funding for a road improvement project for Carlson Road north of Johnson Road (0.3 miles long). The Grand Traverse Band is also trying to acquire additional right of way on Stallman Road so that future BIA funds can be utilized to realign the approach to M-22.

Priest:

-With the absence of snow, crews have been busy cutting dead trees, patching pot holes and cleaning out ditches along many county roads.

Grimaldi:

-Maple City crews have also been busy cutting trees and working on improving drainage at problem areas.

Albrecht:

-Sanders that will be used on the State highways have all been calibrated. Albrecht will also be reviewing today's truck equipment bids.

Nedow:

-Provided an update on Michigan Transportation Fund receipts and fuel pricing. To date, 2015 MTF receipts are running approximately \$144,000.00 ahead of last year. Lower diesel fuel prices this year, along with the absence of snow, should result in significant savings to the Road Commission.

Request for additional year-end contribution to MERS defined benefit pension plan:

Motion by Joyce, supported by Calhoun, to accept Nedow's recommendation of making an additional \$150,000.00 contribution to the Road Commission's defined benefit pension plan payable before December 31, 2015. The additional contribution would also include increasing the 2015 Road Commission budget – Fringes and Insurances for the same amount.

Discussion: Popa asked if the proposed payment could be higher but Nedow responded that he would not be comfortable with a larger amount.

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

Resolution 15-04: removing listed road segments not open for travel from the Road Commission's Road Mileage Certification provided annually to MDOT:

Motion by Joyce, supported by Calhoun, to adopt the following Resolution Number 15-04:

Whereas the following listed road segments are not currently suitable for vehicular travel,

And whereas there is not adequate funding available to prioritize bringing them up to a condition where they would be reasonably safe for vehicular traffic,

And whereas the Leelanau County Road Commission does not wish to pursue abandonment of these roads at this time,

Therefore be it resolved that the following road segments be removed from the Road Mileage Certification that is annually provided to the Michigan Department of Transportation:

Donner Road from 0.36 mi west of CR 641 westerly to the end of the road; Sec. 13 & 24, T29N, R11W, Bingham Township, 0.2 miles in length

Fort Road from 0.52 mi west of CR 633 westerly to the end of the road; Sec. 8 & 17, T29N, R11W, Bingham Township, 0.48 miles in length

Hunter Road from M-109 westerly to the end of the road; Sec. 30 & 31, T29N, R14W, Glen Arbor Township, 0.20 miles in length

Bright Road from Benzie County Line northerly to M-72; Sec. 35 & 36, T28N, R13W, Kasson Township, 1.00 miles in length

Kasson Center Road from CR 667 easterly to Bright Road; Sec. 14 & 23, T28N, R13W, Kasson Township, 1.00 miles in length

Indian Cemetery Road from Carlson Road westerly 0.6 mi. to the end of the road; Sec. 5, T31N, R11W, Leelanau Township, 0.6 miles in length

Manitowahby Avenue in the Plat of New Mission Point, Sec. 36, T31N, R11W, Leelanau Township, 1570 feet in length

Seth Road from 0.47 mi. west of Foxview Road westerly to the end of the road; Sec. 32, T32N, R11W, Leelanau Township, 0.23 miles in length

Scott Hill Road from 0.1 miles north of the Suttons Bay Village limits northerly and westerly to the end of the road; Sec. 20 & 21, T30N, R11W, Suttons Bay Township, 0.23 miles in length

Smiseth Road from 0.1 miles west of the Suttons Bay Village limits westerly to the end of the road; Sec. 20, T30N, R11W, Suttons Bay Township, 0.4 miles in length

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

Year-end adjustments to 2015 Road Commission budget:

Motion by Joyce, supported by Calhoun, to adjust the 2015 Revenues and Expenditures Budget as follows:

Revenues:

Michigan Transportation Funds: increase the following:

Primary Roads - \$75,000.00; Local Roads - \$24,000.00; Primary Roads-Urban - \$35,000.00; and Local Roads-Urban - \$10,000.00.

Forest Road Fund: Increase \$50.00; State Trunkline - Maintenance: decrease \$100,000.00; Township Contributions: decrease \$5,000.00; BIA Grants Receivable: decrease \$110,000.00; Gain or Loss on Sale of Asset: increase \$35,000.00; Gain on Sale of Aggregate: decrease by \$15,000.00; Contributions-Other: increase \$22,000.00.

Expenditures:

-Primary Road - Maintenance: decrease by \$100,000.00; Local Road - Heavy Maintenance: increase \$200,000.00; State Trunkline - Maintenance: decrease \$100,000.00; Equipment Expense - Net: increase \$150,000.00; Fringe Benefits: increase \$50,000.00; and Administrative Expense-Net: increase \$50,000.00.
Ayes: Popa, Calhoun and Joyce. Nays: None. - Motion is approved.

Wage adjustments: administrative salaries:

Motion by Joyce, supported by Calhoun, to accept the Managing Director's recommendation to increase the Superintendent, Fleet Manager, Maple City Foreman, Finance Manager and Deputy Clerk's salaries by 2.5% effective the first payroll in January 2016.
Ayes: Popa, Calhoun and Joyce. Nays: None. - Motion is approved.


Public Comment: None.

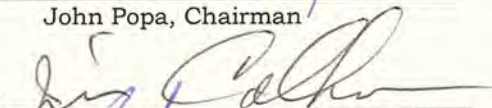
Commissioner comments:

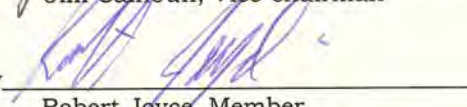
-Calhoun asked if Priest made any progress on whether or not the Road Commission should purchase ¾ ton patrol trucks for next year. Priest stated he is planning to wait to make that determination.

With no more business to conduct, Popa adjourned the meeting at 2:23 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
John Popa, Chairman

By 
Jim Calhoun, Vice-chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to the Board

The organizational meeting of the Board of County Road Commissioners of Leelanau County was called to order by Finance Manager/Secretary to the Board Joe Nedow at 1:00 p.m. on Tuesday, January 5, 2016 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Board members John Popa, Jim Calhoun and Robert Joyce, Managing Director Dan Wagner, Engineer James Johnson, Superintendent Dave Priest, Maple City Foreman Gino Grimaldi, Fleet Manager Dustin Albrecht, and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Nedow called for nominations for Chairman.

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

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

Nedow then turned the meeting over to Calhoun.

Nominations for Vice-chairman:

Motion by Calhoun, supported by Joyce to nominate Robert Joyce as Vice-chairman of the Board of County Road Commissioners of Leelanau County for the ensuing year.

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

Appointed staff positions:

Managing Director:

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

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

Secretary to the Board:

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

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

2016 Meeting Schedule:

Motion by Popa, supported by Joyce, to set the 2016 Leelanau County Road Commission regular meeting schedule for the first and third Tuesdays of each month, with all meetings starting at 1:00 p.m. in the Suttons Bay conference room.

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

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

Agenda: Approved as written.

Vouchers 38484 thru 38516 in the amount of \$268,038.99 were approved for payment.

Minutes from the December 15, 2015 regular session were approved.

Public Comments: None.

Correspondence:

Letter dated December 22, 2015 from CRA Director Denise Donohue asking the Board to vote on two ballot proposals that would amend CRA's Constitution and Bylaws.

Motion by Calhoun, supported by Joyce to vote "yes" for setting in place a procedure by which CRA board and staff address requests for legal support by county road agencies, including creating a new Legal Assistance Committee that would determine if a case permits participation as amicus curiae or for financial assistance for legal expenses.

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

Motion by Popa, supported by Joyce, to vote "yes" to support changing the name of the "Association of Southern Michigan County Road Commissions" to the "Association of Southern Michigan County Road Agencies".

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

Letter dated December 29, 2015 from attorney Peter Worden Jr. to the defendants named in a Summons & Complaint lawsuit in which the Leelanau County Road Commission is included is asking the court to vacate a plated alley in Brown's Addition to Leland that had never been opened or used. Wagner stated that it was the title company, who had issued a policy over the property where the new fire station is going, is the entity undertaking the action on behalf of Leland Township. After speaking with Leland Township Supervisor Little, the Summons and Complaint failed to include area utility providers and contained numerous typographic errors. Supervisor Little related that this was going to be corrected, and then refiled.

Appointments: At 1:10 p.m. the Board met with Bill Perkins, Chairman of the Leelanau County Solid Waste Council. Perkins stated that in years past, the Road Commission had snow plowed the recycling area in Cedar but discontinued doing so recently. Due to the exceptionally harsh winter last year, the contractor who provided this service last year exceeded the budgeted allotment for snow removal which is why Perkins is asking for the Road Commission's assistance. Wagner informed the Board that he had previously spoken to Perkins about this request. As this site is not a public road or street, the Road Commission cannot expend Act-51 funds to maintain it (plowing) despite what was done in the past. Wagner had offered Perkins the option that we could plow this site on a reimbursable basis of \$90.00 per hour. Nedow stated the Road Commission presently plows several tribal streets owned by the Grand Traverse Band of Ottawa and Chippewa Indians on a reimbursable basis through a memorandum of agreement. Therefore, following Wagner's recommendation in this matter would be consistent with current practices.

While staff stated this arrangement would be possible, they would prefer not to do so when the road crews are on overtime or when conditions warrant using our limited resources to address road-related safety concerns. In addition, our trucks would be able to make only one pass and questioned what would happen if the loop is blocked by vehicles using the facility. Grimaldi stated that when our trucks go thru the loop, snow would likely pile up in front of the recycling bins. While Calhoun and Popa expressed their reluctance to honor Perkin's request, Joyce stated that an offer had been made by the Managing Director and the Road Commission should stand behind that offer. Perkins then asked if the \$90.00 per hour offer is still valid and stated he would need to clear this arrangement with the Solon Township Board before deciding whether or not to accept the offer.