

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.

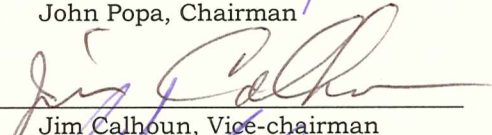
Commissioner comments:


-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.

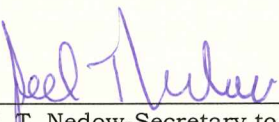
With no more business to conduct, Popa adjourned the meeting at 2:23 p.m.

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 us 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.

There was concern expressed by the Board members and staff that service such as this would need to be at our discretion as service to this facility would be of low priority and services other than the plowing envisioned may not be possible. Perkins was asked to determine if Solon Township, who would be paying for the service according to Perkins, would be amenable to this arrangement. If so, the Manager would draft a proposed formal agreement to present to Solon Township.

County-wide planning meeting for use of FAST Act (Fixing America's Surface Transportation) funds for fiscal years 2017-2020:

Johnson explained the purpose of the meeting is to review the list of previously approved projects; submit additional projects by eligible agencies; and/or revise existing projects or priorities changed based upon the current needs of the agencies. The resulting list of projects of this meeting will be presented at the Northwest Michigan Regional Rural Transportation Committee 10C meeting scheduled on January 13, 2016 for inclusion in the Statewide Transportation Improvement Program (STIP).

Johnson reported Leelanau's annual allotment of annual federal aid has been shrinking and current funds are only \$280,000.00 per year. But in case additional federal funds are provided, Johnson suggested creating a secondary list of projects that would supplement the formal STIP list of projects. Kelly Dunham, representing BATA, asked that \$10,000.00 annually for years 2017 to 2020 be allocated to BATA which will be used to construct a propane fuel station in Leelanau County. Dunham also offered to provide additional qualifying projects for inclusion on the supplemental list. After further discussion, the following consensus was reached:

For Primary Road Resurfacing and Reconstruction Priorities list:

- CR-614 from CR-641 to Perrins Landing (planned for 2017)
- CR-677 south of M-72 (planned for 2018)
- \$10,000.00 annually to BATA for years 2017 to 2020

For the supplemental listing (in the event additional funds become available):

- CR-616 from CR-614 to CR-651
- CR-626 full length
- Dunham to provide Johnson with a list of two or three qualifying projects
- Village of Suttons Bay, if they decide to submit a project for Elm Street, can be added at a late date.

Management Reports:

Wagner:

-First winter snowfall created a lot of difficulties for the crew, especially for the new members of the road crew. Despite some initial glitches, roads were cleared by the end of the next day.

-Met with representatives from the Glen Lake Association to discuss the possibility of installing additional traffic control advisory signage in the Glen Lake area.

Priest/Grimaldi/Albrecht:

-When not plowing, road crews have been cutting trees and trimming brush along several county roads.

Nedow:

-Provided a year-end summary of fuel consumption. Due to reduced fuel consumption and a significant drop in diesel prices during the year, the Road Commission saved approximately \$138,700.00 during 2015.

HB 5016: Letter to Representative Franz asking him to oppose this bill:

In a draft letter to Franz, Wagner explained this bill would require State and local road agencies to reimburse telecommunications companies for the cost of relocating their services within their dedicated or purchased road right of way when necessitated by road projects. Presently, telecommunications place their lines within the road right of way at no cost instead of purchasing their own right of way. Requiring road agencies to use taxpayer dollars to relocate lines would be an unjust burden.

Upon review, no changes to the draft were offered.

Public Comments: Suttons Bay Administrator Wally Delamater: Delamater had spoken to Franz about this proposed house bill and asserted the implications could be devastating to small road agencies. He also expressed his appreciation to the road crews for their efforts last week in keeping Leelanau County roads clear after the heavy snowfall.

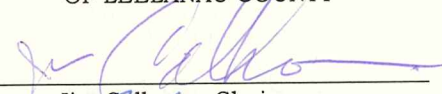
Commissioner comments:

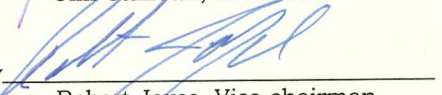
All three Board members asked staff to relay their appreciation to the road crews and thank them for their efforts last week.

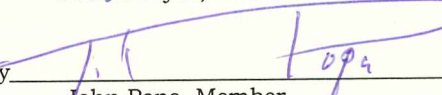
With no more business to conduct, Calhoun adjourned the meeting at 2:20 p.m.


(Note: 2016 IRS approved mileage rate is \$0.54)

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
Robert Joyce, Vice-chairman

By 
John Popa, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on January 19, 2016 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman Robert Joyce, Member John Popa, Managing Director Dan Wagner, Engineer James Johnson, Maple City Foreman Gino Grimaldi, and Finance Manager/Secretary to the Board Joe Nedow. One guest was present.

Vouchers 38517 thru 38553 in the amount of \$61,193.87 were approved for payment.

Minutes from the January 5, 2016 regular meeting were approved.

Agenda: Popa asked to include rescheduling the February 16th regular meeting to another date. No objections offered – agenda stands as revised.

Public Comment: None.

Correspondence: None.

Appointments: None.

Staff reports:

Wagner:

-Reported that since the initial snow storm, calls into the office have dropped off considerably. The crew is getting acclimated to new routes and supervisory staff has been putting in extra time to ensure things run smoother. A new form for tracking citizen complaints has been introduced to staff and the preliminary results are encouraging.

-Announced plans for staff to meet with the County Board on February 9th to present and discuss placing the millage renewal on the August 2, 2016 primary election ballot.

-Briefly discussed recent legislation (SB 571) which places a 60 day “gag order” on a local unit of government from using public funds to publish informative advertising or promote a ballot proposal within 60 days of an election.

-Announce Gino Grimaldi has successfully concluded his six month trial as Maple City Foreman and has the position permanently.

-Met with representatives from the Glen Arbor Association and presented requested information on traffic controls.

Johnson:

-Annual material bids are ready to go. Bid documents for aggregate and highway painting will be sent out soon.

-Annual certification maps have been signed and sent to MDOT.

Grimaldi:

-Crews continue to be busy plowing snow on a daily basis.

Nedow:

-Provided the Board with year-end schedules that summarize monthly cash balances, paving projects for primary and local roads, and seal coat operation. While this year’s cost per mile for seal coating has gone up, Johnson suggested part of this year’s higher cost is due to new fog-seal liquid that was applied to two primary roads as well as purchasing better quality emulsion for some high-volume roads.

Suggested revisions to “County Right of Way Standards”:

See revised draft on file.

Joyce stated that in the revised draft, he would prefer to keep the provision that commercial driveways require Board approval. Calhoun and Popa concurred with Wagner’s viewpoint that staff should have the authority to issue or deny any permit application using criteria set forth in the Road Commission’s driveway standards, and any permit applicant who does not agree with staff’s decision has the right to appear before the Board to make an appeal.

As part of the process, Johnson informed the Board a public hearing would have to be held to listen to public comments and that the Board could render a decision whether or not to adopt the revisions afterwards.

When Popa suggested the public hearing would also be a good time to review other permit fees, Johnson stated that the two matters are governed by different sections of state law and should be kept separate. In addition, the CRA is coming out with a new unified series of permit applications and that it would be prudent to review these before action on fees.

Motion by Popa, supported Joyce to schedule a public hearing on March 1, 2016 starting at 1:15 p.m. during the regular meeting to listen to public input regarding the proposed changes to the Road Commission’s County Right of Way Standards.

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

Review three commercial driveway permit applications:

First application is for a driveway for a commercial building that will be located on Peck Road in Suttons Bay Township that will require the installation of a culvert and an \$8,000.00 escrow to ensure the driveway will be constructed to include MDOT type B-2 curb and gutter and paved entrance. Johnson can see no problem with the proposal and offered his recommendation to approve the application.

Motion by Joyce, supported by Popa to authorize staff to issue a commercial driveway permit for the applicant who is building a commercial building on Peck Road as recommended by Johnson.

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

Application two is for proposed event/wedding facility on CR-645 north of Hohnke Road as submitted by Jozwiak Consultants on behalf of the Kozelkos. There is adequate sight distance at this location and because it is a commercial operation, the paved entrance and MDOT type B-2 curb and gutter as well as an \$8,000.00 escrow deposit will be required.

Discussion ensued: Joyce stated that while he supports paving the entrance, he does not feel there is a need for concrete curb and gutter in this situation. He would also like to see this portion of the commercial driveway standard requiring curb revised to offer more flexibility.

Motion by Popa, supported by Calhoun, to authorize Johnson to issue a commercial driveway permit to Jozwiak Consultants for property located on CR-645 that includes a paved entrance, MDOT type B-2 curb and gutter and an \$8,000.00 escrow deposit.

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

Application three is for a proposed winery tasting facility located on Amore Road in Centerville Township. Johnson reported the location of the proposed entrance does not meet sight distance requirements to the east (500 feet visibility for traffic traveling 55 mph). No action was taken.

Reschedule the February 2nd and February 16th regular meetings:

Motion by Joyce, supported by Popa, to reschedule the February 2, 2016 regular meeting to Monday, February 1, 2016; and reschedule the February 16, 2016 regular meeting to Wednesday, February 17, 2016 keeping the same 1:00 p.m. start times.

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

Authorize Manager to accept offer to extend 2015 brine pricing:

Motion by Joyce, supported by Popa, to authorize the Manager to accept Beckman Production's offer to extend 2015 brine pricing for 2016 (\$0.199 per gallon spread; \$0.179 delivered into storage).

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

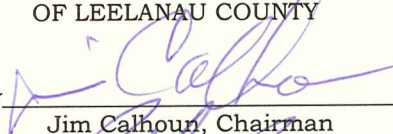
Public Comment: None.

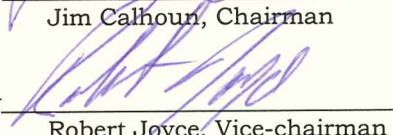
Commissioner comments:

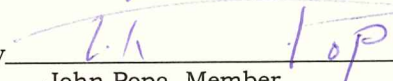
Joyce: stated he received several calls over the weekend from residents claiming they had not seen any plows on Sunday. Wagner stated plows had indeed been called out, and he asked Joyce to direct callers to contact the Road Commission directly in the future we can obtain contact information and investigate complaints.

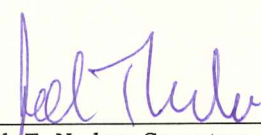
With no more business to conduct, Calhoun adjourned the meeting at 2:09 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
Robert Joyce, Vice-chairman

By 
John Popa, Member

Attest: 
Joel T. Nedow-Secretary to the Board

January 21, 2016

A **special** meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 4:00 p.m. on January 21, 2016 at the Leelanau Township Fire Department, 100 West Eighth Street, Northport, Michigan. Present: Chairman Jim Calhoun, Vice-chairman Robert Joyce, Member John Popa, Managing Director Dan Wagner, and Finance Manager/Secretary to the Board Joe Nedow. No guests were present.

Agenda: Approved as written.

Public Comment: None.

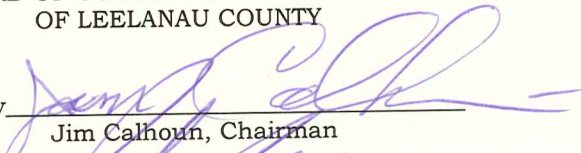
Purpose: Visioning session to discuss strategic planning for the organization.

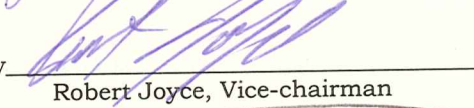
Public Comment: None.

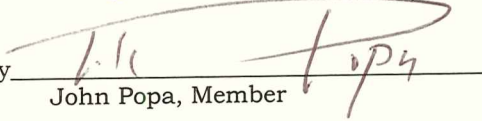
Commissioner comments: None.

With no more business to conduct, Calhoun adjourned the meeting at 5:46 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
Robert Joyce, Vice-chairman

By 
John Popa, Member

Attest: 
Joel T. Nedow-Secretary to the Board

A rescheduled regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Monday, February 1, 2016 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman Robert Joyce, Member John Popa, Managing Director Dan Wagner, Engineer James Johnson, Superintendent David Priest and Finance Manager/Secretary to the Board Joe Nedow. One guest was present.

Vouchers 38554 thru 38576 in the amount of \$59,273.96 were approved for payment.

Minutes from the January 19, 2016 regular meeting and January 21, 2016 special meeting were approved.

Agenda: Approved as written

Public Comment: None.

Correspondence: Letter dated January 22, 2016 from the County Road Association asking the Board to cast a ballot for the Board of Directors' - Northern Michigan Association of Road Commissioners by March 11, 2016. The only candidate listed on the ballot was Larry Orcutt of Alpena County.

Motion by Popa, supported by Joyce to vote for Larry Orcutt of Alpena County for the CRA-Board of Directors' - Northern Michigan Association of Road Commissioners position.

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

Appointments: None.

Staff reports:

Wagner:

-Snow removal continues to be the focus as of late. As the crew is getting acclimated to their duties, calls into the office have dwindled.

-Summary reports highlighting the Road Commission's activities for the past two years have been submitted to the County Board to give them an overview of our operations prior to our February 9th appointment when staff will be asking them to include the road millage renewal on the August primary ballot.

-Suttons Bay employee Al Erhardt will be retiring from the Road Commission later this month after 29+ years of service. Another Suttons Bay employee, Godfrey Ssimbwa tendered his resignation as of the same date. New employee Dale Miller started work at the Suttons Bay garage as of January 29th to fill Erhardt's vacancy.

Priest:

-Reported numerous deep potholes have been appearing on M-22 south of Suttons Bay. While crews have been doing their best to keep up on fixing them, the problem continues to reoccur.

-Continuing efforts to find one more replacement road crew member at Suttons Bay. While Priest acknowledged finding a likely candidate, the applicant will not be available until later this month pending obtaining his CDL.

Nedow:

Nedow presented a proposed updated draft of the Managing Director's Job Description for the Board to consider adopting. The revised draft offers a clearer definition of the Managing Director's authority over all salaried and hourly employees from the previous adopted version.

Motion by Popa, supported by Joyce, to accept the proposed updated Managing Director's Job Description as presented.

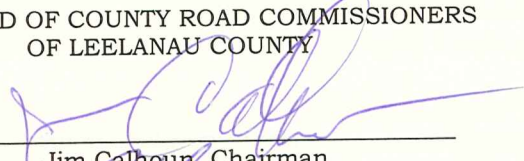
Ayes: Calhoun, Joyce and Popa. Nays: None. - Motion is approved.

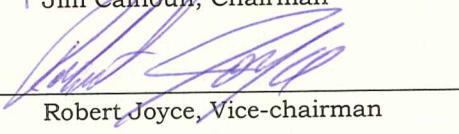
Public Comment: None.

Commissioner comments: None.


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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By  _____
Jim Calhoun, Chairman

By  _____
Robert Joyce, Vice-chairman

By  _____
John Popa, Member

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

A rescheduled regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Wednesday, February 17, 2016 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman Robert Joyce, Member John Popa, Managing Director Dan Wagner, Engineer James Johnson, Superintendent David Priest, Maple City Foreman Gino Grimaldi, Fleet Manager Dustin Albrecht and Finance Manager/Secretary to the Board Joe Nedow. No guests were present.

Vouchers 38577 thru 38616 in the amount of \$168,878.74 were approved for payment.

Minutes from the February 1, 2016 regular meeting were approved.

Agenda: Approved as written

Public Comment: None.

Correspondence: None.

Appointments: None.

Staff reports:

Wagner:

-Winter maintenance is going well. Crews have been cold patching, especially on M-22 between Lakeview Hills Road and Suttons Bay when the weather allows.

-The Leelanau County Board of Commissioners approved placing our half-mil road millage renewal on the August 2016 ballot at their February 9th meeting.

-The County Road Association, along with local units of government, school boards, and other organizations continue to work to alter the legislation that was recently signed into law, effectively placing a 60 day "gag order" on local units pursuing millage requests. A Federal Court has temporarily banned enforcement of this law. Monitoring of this situation will continue.

-We recently received notification that the Regional Conservation Partnership Program authorized a grant for nearly \$16 million dollars submitted by the Grand Traverse Band including provisions to improve road-stream crossings in Leelanau County.

-Wagner and Johnson recently attended the County Engineer's Workshop in Manistee that included techniques for maintaining road infrastructure as well as presentations on other topics.

-Plowing: DNR boat launch at the end of Bingham Road: Priest and Wagner had received calls asking if the Road Commission could plow the boat launch parking area. For many years, our plow trucks have made one loop thru here when turning around as the county road end is not large enough to facilitate turning around our snow plow trucks. Wagner stated it is up to the DNR to maintain their parking lot and he had offered to provide this service if the Road Commission was reimbursed.

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

Proposed "High Visibility Work Wear Cost Sharing" policy:

Wagner stated the goal of this policy is to provide employees the opportunity to purchase ANSI/SEA 107/2010 compliant high visibility safety wear to supplement what is presently supplied by the Road Commission. Under this program, the Road Commission would pay for 50% of an employee's purchase from a designated location and/or vendor for an amount not to exceed \$100.00 in one calendar year. Items purchased for personal use or from another location/vendor will not be eligible for reimbursement. Employees are responsible for all sales taxes. If an employee purchases an item that does not meet these guidelines, the employee will be subject to a one time payroll deduction to reimburse the Road Commission for any payment made in error.

Nedow asked Wagner to include a provision in the policy that the Road Commission would not be responsible to replace or reimburse employees for lost or stolen garments during working hours.

Motion by Joyce, supported by Popa to adopt the proposed "High Visibility Work Wear Cost Sharing" policy as presented by Wagner that includes the provision that the Road Commission is not responsible to replace or reimburse employees for lost or stolen garments, even during working hours.

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

Request to revise "Restrict non-employees riding in Road Commission trucks and heavy equipment" policy:

Wagner is asking the Board to modify this policy to allow him to ride along in a heavy truck while plowing snow so that he can learn the various plow routes and aspects of this operation. Under the first line listing exceptions ("The passenger is a Road Commission employee who possesses a valid CDL"), Wagner is recommending dropping the "...who possesses a valid CDL" part.

After further discussion, the Board agreed that modifying the policy to allow the Manager only to continue riding in plow trucks/heavy equipment, including during winter operations, would be in the Road Commission's best interests. Instead of removing the CLD requirement, they agreed to modify the first exception to read "The passenger is a Road Commission employee who possesses a valid CDL or is the Manager of the Leelanau County Road Commission." No other modifications were agreed upon.

Motion by Joyce, supported by Popa, to revise the "Restrict non-employees riding in Road Commission trucks and heavy equipment" policy as follows: under list of exceptions to the policy, insert the phrase "...or is the Manager of the Leelanau County Road Commission." at the end of "The passenger is a Road Commission employee who possesses a valid CDL." sentence.

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

2016 work schedule:

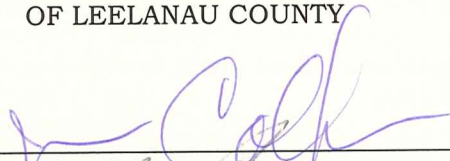
Johnson provided a preliminary list of proposed crack sealing, sealcoat, wedging and HMA paving projects for this year. Other projects could be added once townships have concluded their annual meetings this March when road projects are typically requested.

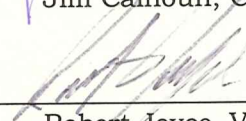
Public Comment: None.

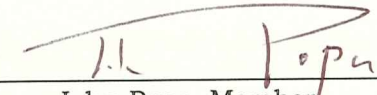
Commissioner comments: None.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
Robert Joyce, Vice-chairman

By 
John Popa, Member

Attest: 
Joel T. Nedow-Secretary to the Board

A rescheduled regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Wednesday, March 2, 2016 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman Robert Joyce, Member John Popa, Managing Director Dan Wagner, Engineer James Johnson, Superintendent David Priest, Maple City Foreman Gino Grimaldi, Fleet Manager Dustin Albrecht and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Vouchers 38617 thru 38644 in the amount of \$64,243.21 were approved for payment.

Minutes from the February 17, 2016 regular meeting were approved as presented.

Agenda: Approved as written

Public Comment: Heard comments from Lake Leelanau resident Steve Mikowski on the following:
 -Asked why the January 21, 2016 special meeting was held at the Leelanau Township Fire Hall in Northport instead of at the Road Commission office in Suttons Bay.
 -Complained about the excessive noise produced by snowmobilers riding on the edge of the road by his residence in Lake Leelanau.
 -Provided each commissioner with a folder containing copies of historical documents for them to review.

Correspondence: The Board acknowledged an email dated February 24, 2016 sent by Lake Leelanau resident David Newman who asked that business directional signs be discontinued. Johnson reminded the Board that installing these types of signs had been recently discussed, and concluded that if the guidelines listed in the Road Commission's "Guide Sign Along County Road policy" are met, these signs are permitted.

Appointments: At 1:15 p.m. Calhoun opened the public hearing to hear public comments regarding proposed revisions to the Road Commission's "County Road Right-of-Way Standards". Johnson explained the revised text clarifies what constitutes a commercial driveway and when a paved surface and MDOT type B-2 concrete curb and gutter would be required. Wagner suggested two changes to the proposal as previously discussed:

-Remove "Board approval is required for any commercial driveway serving more than ten residences", and
 -Revise the last sentence on page four to remove the names/location but keep the reference to the Soil Erosion Control office.

Oral comments in favor of the proposed revision: None.
 Written notifications in favor of the proposed revision: None.

Oral comments opposing the proposed revision: Mikowski – while he is in favor of keeping the standards simple and to the point, he objects to the phrase in the opening paragraph that states the Road Commission reserves the right to impose additional requirements that are in the best interests of the Leelanau County Road Commission.

Written comments opposing the proposed revision: None.

Commissioner comments:

Joyce: stated he cannot support the revisions as written because he is not convinced that concrete curb should be required in all instances that meet the proposed criteria.

Popa offered his thoughts supporting the revisions and Calhoun did not offer any objections.

At 1:40 p.m. Calhoun closed the public hearing and returned to open session.

Motion by Popa, supported by Calhoun, to adopt the proposed changes to the "County Right-of-Way Standards as presented with two modifications:

-Remove Board approval is required for any commercial driveway serving more than ten residences, and
 -Revise the last sentence on page four to remove the names/location but keep the reference to the Soil Erosion Control office.

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

Staff reports:

Wagner:

Wagner and Priest recently met with the Manager of the Traverse City MDOT TSC to discuss resurfacing two sections of M-22 (south of Suttons Bay and west and south of M-204). While MDOT is pursuing funding of both projects, large scale construction is not expected to start until 2017. Until then, small scale repairs on M-22 south of Suttons Bay will continue this summer. The Road Commission will also be asked to contract for the installation of guardrail adjacent to a box culvert under M-204 east of Lake Leelanau for MDOT this season. Wagner also reported MDOT is continuing to look for a solution to address standing water adjacent to M-22 just south of Northport.

Johnson:

Weight restrictions were imposed on county roads on February 27th as day-time temperatures continue to climb. As this year's frost in not deep, it is possible restrictions may come off quickly. In the meantime, Johnson has issued eighteen seasonal utility truck permits that exempt utility companies from weight restrictions. He also reported granting a waiver for the Road Commission's policy of not allowing utility work within the road right of way on a dead end seasonal road.

Heard brief reports from Priest, Grimaldi, Albrecht and Nedow.

2016 annual material bids:

Bids were publically opened and read at 1:00 p.m. on March 1st at the Suttons Bay office. Results are as follows:

Aggregate – price per ton:

Vendors:	Kasson Sand & Gravel
22A gravel:	\$3.50
25A stone:	\$7.25
31A stone:	\$7.80
22A gravel-delivered to SB garage:	\$8.01
31A stone-delivered to SB garage:	\$12.31

Centerline painting:

P. K. Contracting	
Waterborne paint:	
4" white (edge line) per linear foot:	\$0.04
4" yellow (centerline) per linear foot:	\$0.04
Regular dry paint:	
4" white (edge line) per linear foot:	\$0.05
4" yellow (centerline) per linear foot:	\$0.05
Mobilization: per trip price:	\$200.00

Over-band Crack Sealing Material:

Vendors:	Sherwin Industries	Surface Coatings Co.	Ersco
ASTM D 6690 06A Type II: price per pound:	\$0.4045	\$0.4090	\$0.4114

Wagner provided a recommendation that after reviewing all proposals by staff, the low bids should be accepted.

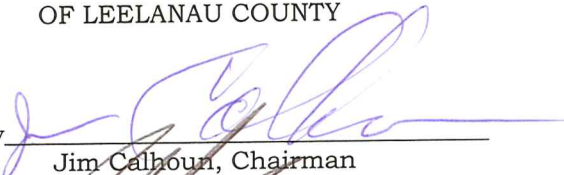
Motion by Joyce, supported by Popa, to authorize the Manager to accept bids for aggregate, centerline painting and crack sealing material that were received and publicly opened and read on March 1, 2016 and to award the bids as follows: aggregate – to Kasson Sand & Gravel; centerline painting – to P. K. Contracting; and over-band crack sealing material – Sherwin Industries, Inc.
Ayes: Calhoun, Joyce and Popa. Nays: None. – Motion is approved.

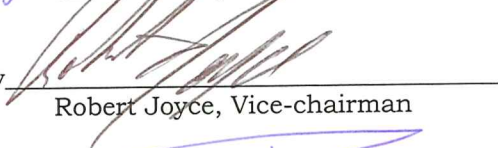
Public Comment: Mikowski suggested that with so few bidders for aggregate and centerline painting, staff should inquire as to why other vendors declined to submit a proposal.


Commissioner comments: None.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By  _____
Jim Calhoun, Chairman

By  _____
Robert Joyce, Vice-chairman

By  _____
John Popa, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, March 15, 2016 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman Robert Joyce, Member John Popa, Engineer James Johnson, Superintendent David Priest, Maple City Foreman Gino Grimaldi, Fleet Manager Dustin Albrecht and Finance Manager/Secretary to the Board Joe Nedow. No guests were present.

Vouchers 38645 thru 38674 in the amount of \$33,376.12 were approved for payment.

Minutes from the March 2, 2016 regular meeting were approved as presented.

Agenda: Approved as written

Public Comment: None.

Correspondence: None.

Appointments: None.

Staff reports:

The Board reviewed Wagner's March 14, 2016 Manager's report.

Johnson:

Weight restrictions, imposed February 27th will be lifted on March 16th for most of the county roads. Weight restrictions will continue on those roads which need additional time to dry up.

Heard brief reports from Priest, Grimaldi, Albrecht and Nedow.

2016 Capital Acquisitions: ¾ ton patrol pickup trucks:

Albrecht obtained quotes for two ¾ ton pickup trucks through the MiDeal program. The price for each truck is \$27,586.74 with a combined cost of \$55,173.48. Nedow confirmed that the MiDeal purchase process already includes competitive bidding thru the State of Michigan to arrive at the prices offered to member agencies and competitive bids are not required. Once delivered, Truck and Trailer Specialties will be installing the front plow and other equipment increasing the final cost for each truck to \$39,406.00.

Motion by Joyce, supported by Popa, to direct Albrecht to proceed with ordering the two ¾ ton pickup trucks as quoted through MiDeal.

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

Request to adjust 2016 budget:

Motion by Joyce, supported by Popa, to adjust the 2016 Revenues and Expenditures budget as follows: increase State Miscellaneous – Audit refund revenue by \$59,150.00, and increase Capital Outlay expenditures by \$42,000.00 as requested by Nedow.

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

Public Comment: None.

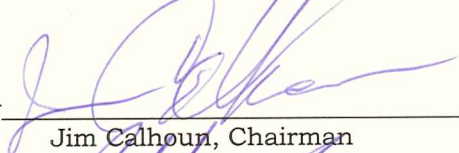
Commissioner comments:

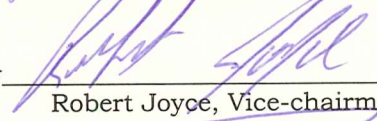
Discussed which commissioner would be attending various township annual meetings on March 19th. Popa stated he would be attending the meeting in Solon Township; Joyce in Leelanau Township, and Calhoun in Empire Township.

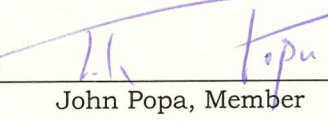
Joyce also expressed his gratitude to Priest, Grimaldi and Albrecht for doing a great job this past winter and for keeping things going.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
Robert Joyce, Vice-chairman

By 
John Popa, Member

Attest: 
Joel T. Nedow-Secretary to the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, April 5, 2016 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman Robert Joyce, Member John Popa, Managing Director Dan Wagner, Superintendent David Priest, Maple City Foreman Gino Grimaldi, Fleet Manager Dustin Albrecht and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Vouchers 38675 thru 38703 in the amount of \$95,363.20 were approved for payment.

Minutes from the March 15, 2016 regular meeting were approved as presented.

Agenda: Approved as written

Public Comment: None.

Correspondence: Email dated March 30, 2016 from Marilyn Price, a Leland summer resident, who reported a maple tree in front of her residence on M-22 is dropping dead limbs and need to be removed. Wagner stated he contacted Price informing her the Road Commission is aware of her situation.

Appointments: None.

Staff reports:

Wagner:

-Successfully concluded chainsaw safety training on March 18th, which was well received by the crew.

-Reported a portion of M-22 was closed due to a natural gas leak caused by a motor vehicle accident. The Leelanau County Sheriff's Department rerouted traffic, aided by our crew who placed detour signage until the utility company could seal the leak the following morning.

- Reported any remaining weight restrictions have been lifted effective March 28, 2016.

-Informed the Board that the Road Commission's process of accepting applications for special events, fund raisers and other activities that involve a partial or full county road closures needs an adjustment. Wagner explained the Road Commission derives authority to issue permits for these activities from the "Driveways, Banners and Parades Act" which may be found under MCL 247.321 (Act 200 of the Public Acts of 1969 as amended). Section 3 of this act states "A permit to temporarily close a highway, or a portion of the highway for a parade, celebration, festival or similar activity....may be issued by the highway authority only if requested by an authorized official designated by resolution of the governing body of a city, incorporated village or township."

Based upon this, Wagner stated the Road Commission will no longer accept applications or issue any permits for this purpose unless the applicant meets the criteria listed above. He also stated that the County township supervisors have been provided with a memorandum that outlines this change.

Heard brief reports from Priest, Grimaldi, Albrecht and Nedow.

Reschedule April 19, 2016 regular meeting:

Popa and Calhoun will be attending the 2016 Commissioners Seminar on April 17-19th in Sault Ste Marie,

Motion by Joyce, supported by Popa, to reschedule the April 19, 2016 regular meeting to Wednesday, April 20, 2016 at 3:30 p.m. Ayes: Calhoun, Joyce and Popa. Nays: None. - Motion is approved.

Building improvements to Suttons Bay office:

Construction will start soon to make the reception area more secure by relocating the Deputy Clerk to an adjacent office and installing a new wall with a security door to prevent unauthorized public access to the office area. Deputy Clerk Herman has solicited bids and developed a budget for these improvements which is estimated to cost approximately \$15,500.00 with work expected to begin within a few weeks. While installing a double security door instead of a single door was discussed, the proposal was accepted as presented with no alterations.

Request to adjust 2016 Capital Acquisition budget:

Nedow requested a budget adjustment to cover the cost of the Suttons Bay front office improvements and a crew cab pickup truck ordered by Albrecht thru the MiDeal program.

Motion by Joyce, supported by Popa, to increase the 2016 Capital Acquisition budget by \$45,000.00 to accommodate the Suttons Bay office remodel and new crew cab pickup truck.

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

Public Comment: None.

Commissioner comments:

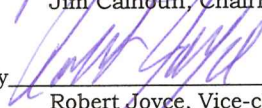
Joyce: asked to review administrative job descriptions which Wagner is in the process of assembling.

Calhoun: With the Leelanau County Board of Commissioners - Executive Board meeting on April 12th and one of the topics for discussion is expanding the Road Commission Board to five members, Calhoun wrote a letter expressing his personal opinion to keep our Board as is with three members.


With no more business to conduct, Calhoun adjourned the meeting at 1:33 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By  _____
Jim Calhoun, Chairman

By  _____
Robert Joyce, Vice-chairman

By  _____
John Popa, Member

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

A rescheduled regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 3:30 p.m. on Wednesday, April 20, 2016 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman Robert Joyce, Member John Popa, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent David Priest, Maple City Foreman Gino Grimaldi, and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Vouchers 38704 thru 38740 in the amount of \$91,332.07 were approved for payment.

Minutes from the April 5, 2016 regular meeting were approved as presented.

Agenda: Approved as written

Public Comment: None.

Correspondence: None.

Staff reports:

Wagner:

-MDOT will be starting pavement joint repair work next week on M-22 between the Village of Suttons Bay and Peck Road.

-Crews are currently sweeping, grading gravel roads and patching.

-Michigan County Road Association Self Insurance Pool staff conducted work zone safety training on April 20th with all the men.

- Fleet Manager and mechanics are in the process of converting one of our dump trucks into a flatbed to accommodate a new water tank which will enhance the ability of the Maple City garage to efficiently conduct street sweeping operations. In addition, the old, unused brine trailer which as deemed to be beyond service has been posted with an on-line auction board through May 17th.

Heard reports from Johnson, Priest, and Grimaldi.

At 3:35 p.m. the Board met with Rick Liptak, MDOT Traverse City TSC Manager. Liptak reported upcoming state Trunkline road projects contingent upon finding funds. Other topics discussed: joint replacement on M-22 south of Suttons Bay; deteriorating pavement on M-22 in the Village of Omena; an update on efforts to address the ponding water alongside M-22 in Northport and MDOT's efforts to maintain a clear right of way on M-22 north of Traverse City.

At 3:50 p.m. the Board met with Jozwiak Consulting Representative Scott Jozwiak to discuss a deviation from the Road Commission's commercial driveway standard (drive opening) for Crooked Creek Ranch located on CR-643 in Centerville Township. Jozwiak stated he represents property owner Steve Kozelko and provided a letter with drawing showing the reasons for the request. Crooked Creek is the first property to go through the approval process with Centerville Township under a new Ag/Tourism ordinance. As such, the property is tightly restricted on what is allowed, including the number of events each year, and the duration and types of events. Centerville Township is also requiring Road Commission approval before finalizing the application. In a drawing showing the present 16 foot wide entrance, Jozwiak pointed out that complying with the 30 foot width requirement would encroach upon a cross culvert that runs under CR-643. Jozwiak stated the owner is willing to make the improvements to the entrance (curb and gutter) but is asking that the entrance width and curb radius standards be reduced to "fit" the property's aesthetics.

After discussion, the Board announced plans to visit the site separately to personally inspect what is being proposed so that they can provide Jozwiak with a formal response during their May 3, 2016 regular meeting.

Presentation/acceptance of 2015 audited financial statements and Act 51 report:

Rehmann Principal Steve Peacock presented the audited financial statements and Act 51 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). New this year is the reporting of the Road Commission's unfunded pension obligation in the financial statements as required by GASB #68.

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

Motion by Popa, supported by Joyce to accept the audited 2015 financial statements as prepared and presented to the Leelanau County Road Commission Board by Rehmann.

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

Motion by Popa, supported by Joyce to accept the 2015 State of Michigan Act-51 report as prepared by Nedow (Finance Manager) and reviewed by Rehmann.

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

Public Comment: None.

Commissioner comments:

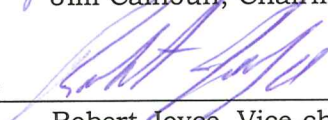
Joyce: asked when asphalt bids would be ready. Wagner replied he anticipates bids to go out soon in time to make a recommendation for award at the May 17th regular meeting.

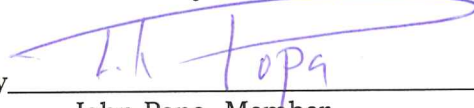
Popa: stated he would like to continue with strategic planning meetings and the rest of the Board agreed. Wagner will provide time and date for the next meeting.

With no more business to conduct, Calhoun adjourned the meeting at 5:08 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By  _____
Jim Calhoun, Chairman

By  _____
Robert Joyce, Vice-chairman

By  _____
John Popa, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, May 3, 2016 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman Robert Joyce, Member John Popa, Managing Director Dan Wagner, Superintendent David Priest, Maple City Foreman Gino Grimaldi, Fleet Manager Dustin Albrecht and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Vouchers 38741 thru 38775 in the amount of \$503,281.10 were approved for payment.

Minutes from the April 20, 2016 regular meeting were approved as presented.

Agenda: Approved as written

Public Comment: Heard comments from Dianne Kiessel on behalf of Katie Skowronski. Skowronski and her husband are building a dwelling on Nicholas Drive in Bingham Township. The Skowronski's are investigating dividing their property into two separate parcels. The number of parcels served by Nicholas Drive, which is a private road over the threshold whereby the Road Commission multiple residential driveway standards would be applicable. While an estimate of \$10,000.00 to upgrade the entrance was obtained, Kiessel also stated this cost places an unfair burden on Skowronski and this cost should be shared by the other property owners or by the developer.

Wagner offered to meet with Kiessel and Skowronski following the meeting to clarify what the Road Commission's requirements are in this case.

Comments were also offered by Lake Leelanau resident Steve Mikowski, who asked why the packet of documents he had distributed to the Board at the March 2, 2016 Road Commission meeting outlining a historical perspective of the Leland sewer had not been recorded in the most recent Department of Public Works meeting minutes.

Correspondence:

-Email dated April 6, 2016 from the Sleeping Bear Heritage Trail inviting the Board to participate in a Ribbon Cutting Celebration scheduled for June 24th for the new segment of the trail recently completed through Port Oneida.

-Email dated May 2, 2016 from Sheriff Mike Borkovich thanking Wagner, Johnson and two hourly crew members for participating in the April 27th LCSO MCI Training event.

Staff reports:

Heard reports from Wagner, Priest, Grimaldi and Albrecht.

Follow-up: proposed alternative design for Crooked Creek Ranch commercial driveway application:

The Board met with Jozwiak Consulting Representative Scott Jozwiak to discuss a deviation from the Road Commission's commercial driveway standard (drive opening) for Crooked Creek Ranch located on CR-643 in Centerville Township. Since the April 20th Board meeting, the members had visited the site to visualize what is being requested. Comments:

Joyce: supports Jozwiak's proposal as he feels the alternative design includes a paved entrance (reduced from 30 feet to 24 feet) and concrete curb. In his opinion, shortening up the approach would not deviate significantly from the standard, plus the proposed design would not compromise the adjacent cross-culvert that runs under CR-643.

Popa: provided a list of reasons why he would not support the proposed alternative design. Popa stated that unless there are "out of the ordinary" circumstances presented to deviate from the existing commercial driveway standards, no exception should be granted. In his opinion, granting exceptions to existing standards could potentially lead to future litigation.

Calhoun: based on what he saw, Calhoun stated that by straightening the fence line on one side of the property and removing only one tree, there would be sufficient room to build the driveway with a 30 feet wide entrance as our commercial driveway standards require. He also expressed his desire to follow the existing standards.

When questioned by Popa, staff also offered their input on the request.

Motion by Joyce to approve the commercial driveway application for Crooked Creek Ranch and accept the alternative driveway design (20 feet wide drive with concrete curb and gutter) as proposed by Scott Jozwiak.
Motion failed due to lack of support.

Report on Commissioners' Seminar held at Sault Ste. Marie:


Popa provided a summary of the various topics discussed at the seminar, including pending legislation addressing under what circumstances a commissioner can participate in a meeting via teleconferencing.

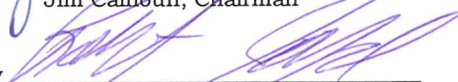
Public Comment: Heard additional comments from Mikowski on several topics, including his thoughts on video conferencing, strategic planning, and to report that a portion of CR-641 north of Bingham Road where the outer edge of the road is slipping down an embankment.

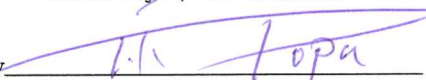
Commissioner comments: None.

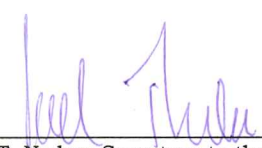
With no more business to conduct, Calhoun adjourned the meeting at 1:50 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
Robert Joyce, Vice-chairman

By 
John Popa, Member

Attest: 
Joel T. Nedow-Secretary to the Board

May 17, 2016

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, May 17, 2016 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Member John Popa, Managing Director Dan Wagner, Engineer James C. Johnson, Maple City Foreman Gino Grimaldi, Fleet Manager Dustin Albrecht and Deputy Clerk Lynn Herman. Vice-chairman Robert Joyce was absent. No guests were present.

Vouchers 38776 thru 38815 in the amount of \$91,561.77 were approved for payment.

Minutes from the May 3, 2016 regular meeting were approved as presented.

Agenda: Approved as written

Public Comment: None.

Correspondence: None.

Staff reports:

Crawler/Excavator bids:

The following bids were received on May 12, 2016:

Vendors:	AIS Construction	Michigan CAT	Alta Equipment	Alta Equipment
<u>32,000-34,000 lbs. crawler excavator:</u>				
Price:	\$103,500.00	\$170,200.00	\$145,565.00	\$145,565.00
Model:	2011 Komatsu PC 138	CAT 315 FLCR	Volvo ECR-145EL	Volvo ECR-145EL
Delivery:	2 weeks	14 weeks	5 days from PO	5 days from PO
Warranty:	90 day powertrain/parts	12 mo./unlimited hrs.	12 mo./2,500 hrs.	12 mo./2,500 hrs.
<u>49,100 gvwr tag trailer:</u>				
Price:	\$18,890.00	\$17,795.00	\$19,710.00	\$18,580.00
Model:	2016 Felling FT-45 2LP	Tow Master T40LP	2016 Tow Master T40	Interstate 40 DLA
Delivery:	10 weeks	14 weeks	125 days from PO	95 days from PO
<u>Optional Equipment:</u>				
Hydraulic thumb	\$6,100.00	\$4,877.00	\$5,660.00	\$5,660.00
Bucket quick coupler	\$5,100.00	\$4,948.00	\$4,700.00	\$4,700.00
Tilting ditch bucket	\$6,500.00	\$10,198.00	\$6,625.00	\$6,625.00
Auto lube	\$7,300.00	\$7,500.00	\$10,900.00	\$10,900.00
Rear view camera	\$1,500.00			
Buy back:	None	\$85,000.00 5 years/ 3,000 hours	\$90,000.00 5 years/ 3,000 hours	\$90,000.00 5 years/ 3,000 hours

Albrecht provided a summary of the bid results. Calhoun asked Albrecht to test the equipment offered including trailers and to bring back his recommendation at the next Board meeting June 7, 2016.

Paving bids:

Johnson provided a bid tab summary of bids received early that day. The results are as follows:

Vendors:	<u>Elmers</u>	<u>Rieth-Riley</u>	<u>ATP Precision</u>
<u>Projects:</u>			
-Freeland Road:	\$129,664.70	\$139,625.50	\$139,386.60
-CR 614:	56,633.45	57,930.75	52,174.50
-Brooks Rd/State St.	16,440.00	20,840.00	17,280.00
-Bahle Road:	13,862.25	16,627.50	13,803.75
-Ridgeview Trail:	28,956.70	29,304.50	28,834.50
-Whittaker Road:	1,848.30	4,248.00	1,840.50
-Acorn Drive:	19,015.00	21,944.00	17,187.50
-Casperson Road:	14,620.00	15,447.75	13,437.50
-Lee Point Road:	132,705.00	144,855.00	128,223.00
-Donnybrook Road:	91,235.25	94,616.25	81,920.25
-Carter Road:	<u>40,296.00</u>	<u>39,631.50</u>	<u>36,501.00</u>
Grand totals:	\$545,276.65	\$585,070.75	\$530,589.10

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

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

Wagner Management Report:

-With the number of special event permit applications rising, Wagner provided a sample resolution that he distributed to the Township Supervisors for their consideration to designate their officials who will be able to file applications to the Road Commission for special event permits.

-Provided the Board with proposed changes to the Road Commission's commercial driveway standards. As there have been several requests to deviate from the existing thirty-foot "one size fits all" requirement, Wagner would like to pursue a standard that would allow staff the ability to consider a range of driveway throat widths and curb radius requirements. This would allow staff to have some flexibility in allowing for something less imposing if the proper situation were encountered. Should the Board support, staff can further a standard for the Board to consider, hold a public hearing and possibly adopt a new standard.

Resolution 16-01: Restrict Truck Traffic on Miller Hill Road:

Proposed by Wagner, this resolution would post part of the seasonal portion of Miller Hill Road as closed to truck traffic. This stretch of road which is quite steep has been an ongoing costly maintenance issue for the Road Commission for many years. After researching this proposal with staff and after receiving support from Glen Arbor Township, Wagner is recommending that the Board adopt the draft resolution he has provided.

No action was taken as Popa asked Wagner to revise the resolution to include the reason for restricting truck traffic. He also asked if vehicles pulling trailers should be included. Wagner will revise the resolution and present it to the Board at their June 7th regular meeting.

-South Manitou Island road tour: set for June 14, 2016 with the boat leaving Leland Harbor at 9:00 a.m.

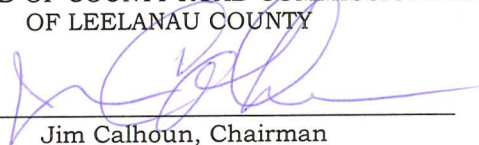
-Wagner and Johnson were recently approached by legal counsel working with a developer for property located off Crystal Bend Drive in Glen Arbor Township to vacate a thirty-three foot easement that will allow their client to use this space for a drain field. They have asked the Road Commission to join them in their legal proceedings and have offered to meet with the Board to discuss this matter further.

Public Comment: None.

Commissioner comments: Popa asked Wagner to select a date for the next Board working session: Wagner suggested June 2, 2016 at 4:00 p.m. at the Road Commission office in Suttons Bay.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
John Popa, Member

Attest: 
Lynn Herman-Deputy Clerk

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, June 7, 2016 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman Robert Joyce, Member John Popa, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent Dave Priest, Fleet and Facilities Manager Dustin Albrecht and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Vouchers 38816 thru 38845 in the amount of \$89,847.22 were approved for payment.

Minutes from the May 17, 2016 regular meeting were approved as presented.

Agenda: Approved as written

Public Comment: None.

Appointments: John Zachman, who is requesting an exception from the Road Commission's commercial driveway standards on a driveway he is building on N. Jacobson Road. (No concrete curb and gravel packed surface instead of hot mix asphalt paving). Zachman, along with Meagan Batdorff, provided two letters, photos and drawings stating the reasons why they are asking for an exception. Johnson had already issued a commercial driveway permit with instructions to build curb and gutter, and the applicants had already provided an \$8,000.00 escrow deposit several months ago. In their letters, Zachman and Batdorff expressed their belief that concrete and asphalt will produce unnecessary environmental harm to the wetlands adjacent to the driveway and a packed gravel surface would allow water to easily drain and protect the adjacent wetlands. In addition, both stated that asphalt and concrete would spoil the rural setting and the cost to build the drive as the conditions of their permit instructed would be significant. Zachman also stated the proposed intended use operation (use barn to hold weddings, reunions and similar events) would be low volume, limited to four events per month May through October.

However, Zachman's request did not receive support from the Board as the reasons provided for granting an exception are not enough to deviate from our standards. In addition, building a drive with a gravel surface would likely result in a safety hazard from loose gravel being deposited onto the road from vehicles using the driveway. Without a paved entrance, the edge of the road would not be protected and would deteriorate.

Correspondence:

-Letter dated May 19, 2016 from Bingham Township Supervisor Midge Werner, who thanked the Road Commission and staff for the cooperation the Township received to use the Suttons Bay facility for the Bingham/Suttons Bay Townships Clean-up day held May 14th.

-Hand written letter given to Chairman Jim Calhoun by Leelanau Township resident Bruce Viger. Viger lives on Casperson Road and wrote that each winter plow trucks deposit large chunks of asphalt from the road and shoulders into his yard which he has to clean up each spring.

Priest stated he had sent a crew out to Viger's property to clean up the chunks. Casperson Road is scheduled to be wedged and seal coated this summer thereby limiting this problem from reoccurring.

Staff reports:

Wagner Management Report:

-Due to dry conditions and several resident complaints, brine application started earlier this summer.

-Two new tandem trucks and two ¾ ton patrol trucks are back from Truck-Trailer Specialties fully equipped and operational.

-Based on positive Board feedback, staff will be preparing a proposal to modify the Road Commission commercial drive standards to give staff more flexibility in allowing for more than a "one size fits all" standard.

-McFarlane Road closure: work crews have excavated around the sink hole at Hatlam Creek. The culvert has been temporarily patched, and Wagner expects the road to be re-opened at the end of the day and left unpaved until a permanent solution can be completed. However, a permanent solution which would likely involve replacing the two culverts with one large one is likely to be expensive. Wagner is exploring options to see if any grant money can be secured to provide a permanent fix.

Johnson:

-Provided a report on the proposed cost-share agreement with Leelanau Township to pave Freeland Road.

Priest:

-New Suttons Bay employee Brent Windemuller starts today.

-Crack seal operation is winding down. Once work has been completed on CR-633 and CR643 by the end of the month, focus will shift to seal coat operation.

Nedow:

-Provided a brief report on this year's cash flow projections. Based on his projections, Nedow stated that the preliminary proposed seal coat list cost breakdown for 61 miles of road, with a better grade of emulsion for primary roads, and fog seal for some seal coated primary roads. Nedow stated the proposed list will need to be significantly reduced to fit the projected available funds.

-Establishing fund reserves for emergency work and facility improvements: Nedow suggested that in the aftermath of the McFarlane Road culvert failure, it may be prudent to consider reserving funds to pay for emergency culvert/road repairs. Several culverts have failed in recent years and it may be time to consider this option. As there is a desire to also make several building improvements, the same concept could be applied. Nedow suggested in the event excess funds are available at the end of the year, the Board may wish to consider retaining and restricting these funds instead of making an additional voluntary payment into the Road Commission's pension plan.

At 1:45 the Board met with Leelanau County Drain Commissioner Steve Christensen, who provided an update on ongoing efforts to address drainage issues at M-22 and Schomberg Road. Heavy stream flows from storms and snow melting drain thru a cross culvert under the road onto the Maleski property. Because there is no direct outlet to Lake Michigan, water backs up on Maleski's property inundating his garage and septic system. Efforts to obtain a drainage easement from a neighboring property owner to channel the excess water across his land to Lake Michigan had been unsuccessful until recently. With joint discussions between the land owner, Christensen and the Road Commission heading in the right direction, Christensen stated an agreement is nearly in hand and that he would prefer the Road Commission to hold the easement. When Popa questioned if the easement should be held by MDOT, Christensen stated speed is of the essence and involving the State could deter our ability to act quickly.

Recommendation to award crawler/excavator and trailer bids:

Fleet and Facilities Manager Albrecht provided his written recommendation that after testing the used Komatsu and the new Volvo units at our Anderson Pit property, he believes it is in the Road Commission's best interests to purchase the Volvo excavator offered by Alta Equipment of Traverse City. The total cost, including optional attachments (minus the auto lube option) would be \$162,550.00.

Albrecht stated the Komatsu, despite having a lower price, would require significant maintenance and refurbishing and the bid does not include a buy-back offer and has a 90-day powertrain warranty instead of a 5 year warranty offered on the Volvo.

Motion by Popa, supported by Joyce, directing staff to accept the bid submitted by Alta Equipment for a new Volvo ECR145EL with a purchase price, including optional equipment of \$162,550.00 as recommended by staff with a buy-back offer of \$90,000.00 at the end of five years or 3,000 hours, whichever comes first.

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

Albrecht is also recommending purchasing the Tow Master T-40 which is longer than the other unit offered by Alta. After contacting various sources, Albrecht stated he learned the longer trailer was recommended by many trailer owners as load distribution is better and the extra length would provide space to load additional equipment when needed.

Motion by Popa, supported by Joyce authorizing staff to accept the bid submitted by Alta Equipment for a Tow Master T-40 trailer for a cost of \$19,710.00 as recommended by staff.

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

Popa asked Albrecht if he plans to replace the amber strobe lights presently installed on our vehicles with green strobe lights. Given that the new legislation allows green strobe lighting, Albrecht stated that his plan is to phase in the green strobes other than replacing the amber lights. Popa asked Albrecht to evaluate replacement options.

Resolution 16-01: Restrict Truck Traffic on Miller Hill Road:

Joyce asked why this resolution is necessary and what prompted it. Wagner stated he was contacted by a resident and a County Commissioner who requested the Road Commission address truck traffic on the seasonal part of Miller Hill Road.

Motion by Popa, supported by Calhoun, to adopt Resolution Number 16-01 which reads as follows:

WHEREAS, the Leelanau County Road Commission has jurisdiction over Miller Hill Road in Glen Arbor Township, and

WHEREAS, the Leelanau County Road Commission has designated a portion of Miller Hill Road as a Seasonal Road, and

WHEREAS, the condition of this portion of Miller Hill Road has steep slopes, poor drainage, and ongoing soil erosion issues that are being further exacerbated by truck traffic with alternate routes available, and

WHEREAS, the Michigan Vehicle Code (MCL 257.726) gives the Leelanau County Road Commission authority, by resolution, to prohibit or restrict the use of trucks and commercial vehicles on designated highways, and

NOW, THEREFORE, BE IT RESOLVED, that the Leelanau County Road Commission, by adoption of this resolution, hereby prohibits the through travel of any truck or commercial vehicle with a Gross Vehicle Weight rating greater than 10,000 lbs. on Miller Hill Road between the existing driveway located at 6443 Miller Hill Road, Maple City, MI 49664 (also Tax Parcel I.D. Number 45-006-030-007-20) and Cheney Road in either direction of travel from the date of this resolution, and

BE IT FURTHER RESOLVED, that the Leelanau County Road Commission shall post a sign reading "NO THRU TRUCKS" on Miller Hill Road at the intersection of County Road 675 and signs reading "NO TRUCKS" east of the existing driveway located at 6443 Miller Hill Road, and at the intersections of Cheney Woods Trails (private) and Cheney Road and notify the Leelanau County Clerk, the 86th District Court, the Leelanau County Sheriff's office and the Michigan State Police with a copy of this resolution.

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

Resolution is hereby adopted

Offer from County to select/pay for financial audit every year:

Calhoun offered remarks why he would prefer to keep things the way they are presently. As stated in the County Road Association - Road Commissioner handbook, the Road Commission Board is tasked with selecting a financial audit firm. Calhoun stated the Road Commission Board, and not the County Board is ultimately responsible for the financial position of the Road Commission. He therefore would prefer not to delegate this authority and continue with the Road Commission Board selecting an audit firm for even year financial audits. He ended his comments by stating regardless which entity pays for the audit, the funds are still provided by Leelanau County taxpayers.

Popa stated he was approached twice about this offer and thought it a good suggestion and could save the Road Commission money.

Joyce stated he would prefer to keep things the way they are presently, with the County paying for audits in odd years and the Road Commission paying in even years.

Nedow stated that while he was pleased with the Rehmann audit this past year, it is his belief that utilizing different audit firms periodically would ensure a fresh/different perspective which he feels is important.

After further discussion, Wagner stated he would contact Janik to let him know the Board prefers to keep things as they are.

Resolution 16-02: annual engineering reimbursement request to MDOT:

Motion by Joyce, supported by Popa to adopt Resolution 16-02 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, 2015 through June 30, 2016 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; Joyce – Aye; Calhoun – Aye. Nays: None.

Resolution is hereby adopted.

Resolution 16-03: Permits for the construction of driveways at appropriate points of intersection between platted, undeveloped right-of-ways and improved public highways that are open for public travel:

Motion by Popa, supported by Joyce to adopt Resolution 16-03 which reads as follows:

WHEREAS, within Leelanau County there exist highway right-of-ways that are located in platted subdivisions, that were never developed as highways, are not certified to the State of Michigan for road funding purposes, and are not open to the public for travel, and

WHEREAS, the State of Michigan has altered the Plat Act several times since its first codification in 1839 and the requirements as it relates to the dedications and acceptances of highways, and

WHEREAS, many of these platted subdivisions contained highway right-of-ways that were properly dedicated to and accepted by the Leelanau County Road Commission, and

WHEREAS, a dedicated and accepted highway need not be opened to public travel until such a time as the Leelanau County Road Commission exercises its discretion to do so, and

WHEREAS, a platted highway that has been dedicated and accepted remains under the jurisdiction of the Leelanau County Road Commission until it is vacated, abandoned, corrected or revised in accordance with the Land Division Act, MCL 560.101, et seq., or other applicable Plat Act, and

WHEREAS, Upon petition to modify the plat, the Leelanau County Road Commission can vacate or abandon the platted, but undeveloped right-of-way within the plat which would allow the property owners to establish a private road, and

NOW, THEREFORE, BE IT RESOLVED, that the Leelanau County Road Commission, by adoption of this resolution, may issue permits for the construction of driveways at appropriate points of intersection between platted, undeveloped right-of-ways and improved public highways that are open for public travel once the following conditions have been met and are acknowledged by the permittee:

- 1) The Leelanau County Road Commission’s issuance of the permit is based on the private rights of the lot owners within the plat to use the platted streets regardless of whether they have been improved and opened to public travel, and issuance is expressly not based on any purported public rights to use the platted streets, and
- 2) The permittee acknowledges that by issuing a permit, the Leelanau County Road Commission is not opening the street to public travel and disclaims any obligation to open the street to public travel, and
- 3) The Leelanau County Road Commission will not improve, maintain or repair the driveway or unimproved right-of-way unless the Road Commission deems it to be in its interest to do so, and
- 4) Should the Leelanau County Road Commission decide to make alterations in the right-of-way, the permittee shall make any alterations to their driveway at no expense to the Road Commission to accommodate the changes, and
- 5) Should the Leelanau County Road Commission be successfully petitioned to make improvements to the right-of-way, any improvements shall not be at its expense unless the Road Commission deems such expenses to be in its best interest, and
- 6) The permittee shall conform to any published driveway standards or special permit requirements, and
- 7) The use of the driveway is not exclusive to the permittee, and is expressly subject to the property rights of all landowners within the plat, and
- 8) In granting the permit, the Road Commission makes no determination whatsoever concerning the legal rights of landowners within the plat, and
- 9) The permittee shall enlist the services of a Professional Surveyor licensed by the State of Michigan who shall identify and mark the location of the undeveloped right-of-way as well as the location of the proposed driveway at the intersection with an improved and open public highway at the permittee’s sole expense, and
- 10) The permittee shall place and maintain a sign at the driveway’s intersection with an improved and open public highway reading “PRIVATE DRIVE” to indicate that platted right-of-way is not maintained or repaired by the Leelanau County Road Commission, and has not been opened for public travel, and

- 11) It shall be the permittee's sole responsibility to ensure that any driveway improvements are performed entirely within the platted but undeveloped right-of-way and in a manner that does not violate the legal rights of other landowners within the plat, and
- 12) Issuance of the permit does not affect or diminish the Leelanau County Road Commission's authority to designate the right-of-way as a seasonal road and certify it to the State of Michigan as such, and
- 13) The driveway permit is in the nature of a license that can be revoked at any point, for any reason, in the sole discretion of the Leelanau County Road Commission, and

Therefore be it further resolved that a driveway permit will only be issued once these conditions have been acknowledged by the execution of a deed restriction placed on the subject property and recorded in a manner acceptable to the Leelanau County Register of Deeds to ensure that they will run with the land in perpetuity.

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

Resolution is hereby adopted.

Cost share agreements with Glen Arbor Township: Brooks Road and State Street:

Motion by Joyce, supported by Popa authorizing the Leelanau County Road Commission to enter into a cost share agreement with Glen Arbor Township for the following road improvements:

-Brooks Road consisting of minor grading, gravel base, hot-mix asphalt paving (22 feet wide) and restoration of the northern end of the road, beginning at CR-675 and extending approximately 800 feet southerly. The estimated cost of the project is \$30,000.00 with the Township agreeing to pay 50% of this amount for a total of \$15,000.00 payable upon completion of the work around July 1, 2016, and

-State Street consisting of minor grading, gravel base, hot-mix asphalt paving and restoration to create a parking area approximately 20 feet by 80 feet along the north side of State Street at the Pine Street intersection. The estimated cost of this project is \$8,000.00 with the Township agreeing to pay 50% of this amount for a total of \$4,000.00 payable upon completion of the work around July 1, 2016.

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

Cost share agreement with Leelanau Township: Freeland Road:

Motion by Popa, supported by Joyce authorizing the Leelanau County Road Commission to enter into a cost share agreement with Glen Arbor Township for road improvements to Freeland Road from Putnam Road to M-22, consisting of sub-grade corrections, drainage improvements, hot-mix asphalt paving, shoulder gravel and restoration. The estimated cost of this project is \$275,000.00 with the Township agreeing to pay 50% of this amount for a total of \$137,500.00. Payment to the Road Commission is due in two equal installments, with the first installment of \$68,750.00 due upon completion of the work (around August 15, 2016) and the last installment of \$68,750.00 due on April 15, 2017.

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

Presentation of the 2015 MERS pension actuarial report:

Nedow presented the Board with a summary detailing why the Road Commission's defined benefit pension plan's funded percentage declined from 75% to 71%. In addition to significant investment loss in the third quarter of 2015, this year's valuation includes several assumption changes to how our pension funding level was calculated:

- the mortality table was adjusted to reflect longer lifespans.
- the assumed annual rate of investment return lowered from 8.0% to 7.75%.
- asset smoothing was changed from ten years to five years.

As the Road Commission's monthly employer defined benefit pension contribution exceeds the minimum payment MERS requires, Nedow stated it will take a little longer to reach our pension funding goal.

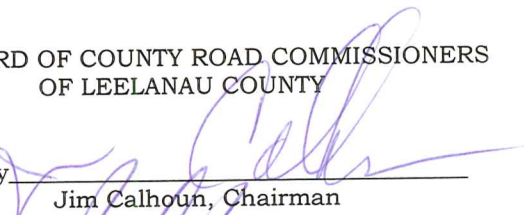
Public Comment: None.

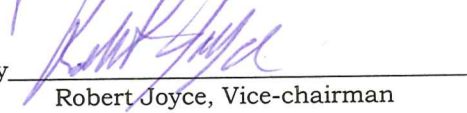
Commissioner comments: Joyce commented that he felt the Superintendent should be contacted by County Dispatch for road related issues. Wagner stated Dispatch has been asked to make contact in the order of Manager, Superintendent then Engineer.

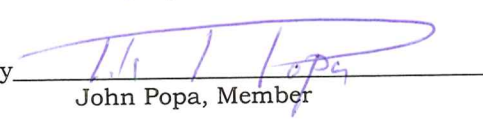
Popa stated Wagner is having difficulties scheduling strategic planning sessions. He suggested holding these meetings quarterly at 4:00 p.m. following the first meeting of the month and the other Board members concurred. In addition, he reminded the Board of the June 14th South Manitou Island road tour and suggested meeting at the Suttons Bay office at 8:00 a.m. before driving over to Leland.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
Robert Joyce, Vice-chairman

By 
John Popa, Member

Attest: 
Joel T. Nedow – Secretary to the Board

June 14, 2016

RE: South Manitou Island Road Inspection

An inspection of Leelanau County Road Commission roads on South Manitou Island was made on June 14, 2016 by Chairman Calhoun, Member Popa, Manager Wagner, Superintendent Priest, and Engineer Johnson. In particular a stretch of Shefler Road was examined as the water level of the adjacent Florence Lake has reached an elevation such that it is encroaching onto the road surface.

Respectively submitted:

Daniel Wagner

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, July 5, 2016 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Member John Popa, Managing Director Dan Wagner and Finance Manager/Secretary to the Board Joe Nedow. Vice-chairman Robert Joyce was absent. Guests were present.

Vouchers 38895 thru 38919 in the amount of \$72,658.47 were approved for payment.

Minutes from the June 21, 2016 regular meeting were approved as presented.

Agenda: Under new business, added oral request from Leland residents Steve Valentine and Veronica McNally who are requesting additional stop signs be installed at the Reynolds/Lake Street and Reynolds/West Street intersections.

Public Comment: None.

Appointments: Met with Empire Township resident Gerry Solem who is asking for improvements to a segment of Drew Road, a seasonal gravel road located in Empire Township. Solem stated that the north end of Drew Road had been upgraded in the past so that this segment (800 feet) could be plowed. Since then, Solem had split his property, selling the north parcel adjacent to where the road had been improved but retaining twenty acres to the south. In 2008 he split this parcel into a ten acre and two five acre parcels. However, because of the rough terrain and steep elevations, Solem stated that plowing the road himself would be difficult without improvements. He is therefore asking the Board to upgrade the next segment (264 feet south of where the road had been previously been upgraded) of Drew Road so that the County could provide snow plowing to the new parcels. He also stated that he would be willing to provide space for a new turnaround if needed.

Wagner provided Solem with a rough cost estimate for the distance requested and Popa requested Solem contact Empire Township Board to ascertain whether they would be willing to provide funds for this project.

Correspondence: None.

Staff reports:

Wagner Management Report:

-State Street and Brooks Road in Glen Arbor Township have been paved, and crews are busy with shoulder restoration there. Bahle Road and Ridgeview Trail are ready to be paved. Crews continue to work on summer seal coat operations, with the focus on CR-669 and CR-616.

-Four equipment operators have completed a motor grading training class.

-The Cedar Bridge (over Victoria Creek) was inspected recently and highway painting should commence next week.

-Wagner has also been working with Charter Communications (Spectrum) on relocating their overhead lines to the utility poles recently installed on the east side of CR-633 so that the old utility poles on the west side can be removed.

Request for four-way stop: Reynolds/Lake Street and West/Reynolds Street intersections - Leland:

Leland summer resident Steve Valentine and his daughter, Veronica McNally addressed the Board about a safety concern they have with traffic on Reynolds Street in Leland. Presently, there are stop signs on either side of Lake Street and at the end of West Street where both streets intersect with Reynolds. Presently there are stop signs requiring both north-bound and south-bound traffic to stop on Lake Street to stop at Reynolds Street and a stop sign requiring south-bound traffic on West Street to stop at Reynolds Street. Valentine stated that traffic turning off M-22 onto Reynolds does not have a stop sign to slow vehicles down, in his opinion causing a safety hazard. While he acknowledged installing speed bumps is not possible, he would like to see stop signs installed on Reynolds Street where it intersects with Lake Street and with West Street. Valentine stated that he spoke to Road Commissioner Joyce on Monday who suggested coming before the Road Commission Board with his request.

After further discussion, Valentine was informed by Wagner that prevailing state law limits what actions the Road Commission can take to address his concern, and that he should contact the Leland Township Board to determine if they would support Valentine's request.

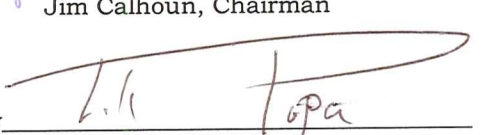
Public Comment: None.

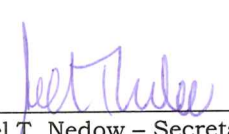
Commissioner comments: Popa: suggested advertising future sealcoat projects in the local newspaper to help inform the public. Calhoun: stated he saw a Grand Traverse County Road Commission plow truck with the new green strobe lighting installed in the Cherry Festival - Heritage Parade and thought the new lighting has better visibility.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By  _____
Jim Calhoun, Chairman

By  _____
John Popa, Member

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

July 5, 2016

A **special** meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 4:00 p.m. on July 5, 2016 at 10550 E. Eckerle Road, Suttons Bay Michigan. Present: Chairman Jim Calhoun, Member John Popa, Managing Director Dan Wagner, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joe Nedow. Vice-chairman Robert Joyce was absent. No guests were present.

Agenda: Approved as written.

Public Comment: None.

Purpose: Visioning session to discuss strategic planning for the organization. Topics discussed:

-Facility related: including capital improvements and potential funding sources. (Agreed to implement budgeting \$100,000.00 to \$200,000.00 annually in future Road Commission capital acquisition budgets for facility improvements); installing security/surveillance cameras at Suttons Bay-Maple City garages; offsite salt storage for preliminary structures and associated costs for two remote locations; building a new wash bay off south end of Suttons Bay building; Suttons Bay shop improvements for additional storage; and office improvements at Suttons Bay office that are near completion.

-Operations related: including chain of command; implemented 50/50 purchasing program for safety wear for work force; implement new form of tracking citizen complaints; consideration for adding consent agenda to meeting minutes; shortening meeting minutes; surveying and engineering equipment, software, hardware and training; status of millage renewal; and disposal of surplus materials, parts and signs.

-Policy related: creating an escrow policy; revising the Road Commission's commercial driveway policy; continue efforts to create a seasonal road policy (no winter maintenance, cost sharing requirements, written acknowledgment/deed restrictions for new construction, improved signage for seasonal roads to inform public of status, and updating the Road Commission's seasonal road list); create policy that would make it discretionary to adopt roads built to our standards as public; and draft an administrative employee manual.

-New topics: Shelter Road on South Manitou Island – investigate options to address water flooding road; and creating and implementing steel toe boot purchasing program.

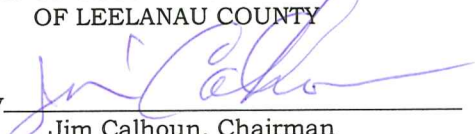
Wagner also shared the results of five survey questions he asked staff when drafting their job descriptions.

Public Comment: None.

Commissioner comments: None.

With no more business to conduct, Calhoun adjourned the special meeting at 5:05 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By  _____
Jim Calhoun, Chairman

By  _____
John Popa, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, July 19, 2016 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman Robert Joyce, Member John Popa, Managing Director Dan Wagner, Engineer James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. One guest was present.

Vouchers 38920 thru 38975 in the amount of \$302,180.68 were approved for payment.

Minutes from the July 5, 2016 regular meeting and July 5, 2016 special meeting were approved as presented.

Agenda: approved as presented.

Public Comment: None.

Appointments: None.

Correspondence: Letter dated July 5, 2016 from Joyce Randall, Chairperson of the County Road Association Self Insurance Fund – Board of Trustees asking the Road Commission to cast a ballot for three At-Large positions running for the CRASIF Board of Trustees. Nedow recommends voting for the three incumbent members (Herman, Hunt and Randall) who he believes have fulfilled their previous terms on the CRASIF Board well.

Motion by Joyce, supported by Popa, directing Nedow to vote for incumbents Mary Herman, John Hunt and Joyce Randall for the three At-Large positions on the 2016 CRASIF Board of Trustee candidate ballot. Ayes: Calhoun, Joyce and Popa. Nays: None. – Motion is approved.

Staff reports:

Wagner Management Report:

-Summer maintenance projects: sealcoating on the west side of the County is wrapping up and work crews will be transitioning to the east side soon. Fog sealing is set to start soon. The work on Ridgeview Trail and Bahle Road is finished except for minimal restoration work.

-The culvert crossing on McFarlane Road (CR-616) is being monitored. Wagner instructed Johnson to proceed with preparing the necessary plans and permits that will be required to undertake a permanent fix to this problem. If funds are available, Wagner stated he would like to try to complete this project yet this fall.

-Last week a gravel train owned by Elmers rolled over on the south-bound lane of CR-669. While no injuries were reported, the road, which had recently been seal-coated, did receive damage. Our crews have repaired the damage and we are tracking this cost so that compensation can be sought.

-Charter Communications (Spectrum) has begun relocating their overhead cable lines to the utility poles recently installed on the east side of CR-633 south of the Village of Suttons Bay so that the old utility poles on the west side can be removed.

-Bids were solicited and opened for three MDOT projects which will be financed by transportation work authorization funds. These include the reconstruction of the M-22/Dumas Road intersection; installation of guardrail along M-204; and catch basin cleaning throughout the County. Work will commence once final approval has been received from MDOT.

Johnson:

-Contractor hired to paint highway markings has completed the initial list of roads to be painted. Johnson stated they will return later this fall when seal coat, fog-seal, and paving projects have been completed.

-Inspection of the Cedar bridge has found the structure to be in fair condition, with rust spots appearing where a few of the steel beams meet the concrete. While there are no structural deficiencies found, the inspection report suggests the rust should be remediated and parts repainted soon.

-Request from Valentine/McNally to install stop signs at Lake/Reynolds Street and Reynolds/West street intersection in Leland: In a letter dated July 7, 2016 written to Valentine, Johnson wrote that the Road Commission is obligated to follow the official Manual of Uniform Traffic Control Devices for the State of Michigan (MMUTCD). As such, the manual states that while stop signs may be installed on a less important road where it intersects with a main road (based on traffic counts), they shall not be used for speed control. Also, the criteria for a four-way stop is based upon a history of five or more reported correctible crashes within a twelve month period, a traffic volume of at least 300 vehicles per hour on the minor approach street, or traffic speeds exceeding 40 mph on the minor approach street, or some combination of all these issues.

As Reynolds already has a 25 mph designation, the criteria does not support Valentine's request. Johnson suggested Valentine could contact the law enforcement to see if periodic placement of a radar speed trailer (which was supported by Calhoun) and/or occasional speed patrol could be used to alter driver behavior in this area.

Susan Och, representing Leland Township Parks & Recreations Committee, stated that Valentine's request had been discussed at a recent Leland Township meeting but a motion of support did not gain support and failed. Och also asked the Road Commission if the North Beach access area at the end of North Street in Leland can be addressed. Property owners on either side of the road end have been reportedly making it difficult for the public to access the beach area, and the path leading to the beach had washed out and eroded. After further discussion, the Board asked Och to broach this subject with the Leland Township Board to clarify what they would like to see done and to report her findings at the Road Commission's August 16th regular meeting.

Nedow:

After tabulating the results of the recent excavator/trailer bids, the costs paid for these items are less than what was budgeted. Nedow also provided a copy of an informational advertisement explaining the millage request to voters which will run in next week's edition of the Enterprise.

Request to adopt "Safety boot reimbursement" policy:

Wagner explained that recent OSHA safety regulations now require those workers who perform traffic control to wear safety boots that meet or exceed current Occupational Safety and Health Administration standards. With this policy, all eligible employees (those that are required to wear safety boots in the performance of their jobs) will be reimbursed up to \$100.00 each calendar year for the purchase of protective boots that meet or exceed the OSHA standards.

Motion by Popa, supported by Joyce, to adopt the "Safety boot reimbursement" policy as presented. Ayes: Calhoun, Joyce and Popa. Nays: None. - Motion is approved

Request to adjust 2016 Road Commission budget:

Motion by Joyce, supported by Popa to adjust the 2016 Revenues and Expenditures budget as follows: Revenues: Township Contributions - increase \$56,500.00 (to recognize voluntary contributions from Leelanau and Glen Arbor Townships); Expenditures: Capital Outlay - decrease \$65,000.00 (excavator bid lower than what was budgeted); Primary Road - Routine Maintenance - increase \$65,000.00 (possible culvert replacement project McFarlane Road). Ayes: Calhoun, Joyce and Popa. Nays: None. - Motion is approved.

Public Comment: Susan Och introduced herself as a candidate for Leland Township Supervisor election this fall.

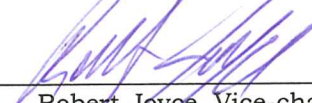
Commissioner comments: Joyce: expressed his displeasure with how the Bahle Road paving turned out. He received a phone call from one of the residents who live at the bottom of the hill who complained his property was being flooded from runoff. Wagner provided what steps had been taken to rectify the problem. Joyce also asked about the Whittaker Road project and how a request to upgrade Drew Road was addressed at the last meeting.

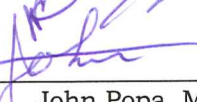
Popa asked about the status of collecting traffic counts and whether this information needed to be turned into the State of Michigan.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By  _____
Jim Calhoun, Chairman

By  _____
Robert Joyce, Vice-chairman

By  _____
John Popa, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, August 2, 2016 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent David Priest and Finance Manager/Secretary to the Board Joe Nedow. Member John Popa was absent. No guests were present.

Vouchers 38976 thru 39016 in the amount of \$488,331.95 were approved for payment.

Minutes from the July 19, 2016 regular meeting were approved as presented.

Agenda: approved as presented.

Public Comment: None.

Appointments: None.

Correspondence: None.

Staff reports:

Wagner Management Report:

-Summer maintenance projects: Casperson Road is being paved today and crews will soon be starting work on Freeland Road in Leelanau Township. Fog sealing has been applied to several primary roads and so far, the comments received from the public have been positive. Once paving and seal coating work has been completed, a second round of highway painting will be done.

-Safety boot reimbursement program has been implemented and is going well.

-Seasonal employee John Stanek recently passed away, with services scheduled for this Saturday.

-Albrecht is looking into improving the lighting in the Suttons Bay Stran storage building.

Johnson:

-Carter Road paving schedule is uncertain at this point as Johnson heard that the developers are experiencing some internal matters.

Selling 2017 Federal Aid:

Johnson stated that as of last year, the rules governing federal aid have changed so that road commissions can now sell their allocated federal funds to another road commission. As the CR-614 project planned for 2017 is anticipated to cost more than the available federal aid revenue allocated to Leelanau County, the end results would be we would be responsible to provide matching funds to cover the shortfall, estimated to be approximately \$112,600.00. Johnson provided a comparison showing how the process would work. Oakland County Road Commission has expressed interest in purchasing our federal aid for \$0.75 for each dollar which would still provide sufficient funds to complete the project without having to scale down the project. Johnson is also negotiating with Grand Traverse County Road Commission to see if they would be interested in purchasing our State D funds of \$50,000.00. Some of the advantages that Johnson mentioned: aside from bidding the paving locally, we would have the ability to utilize our own crew and equipment to do the gravel work instead of writing a check to an outside contractor. When asked, Calhoun and Joyce stated they support the proposal and they directed Johnson to proceed with securing a formal contract for the sale to Oakland County.

Priest:

-Received several positive comments on the new fog seal applied to several primary roads this season.

-With seal coat chip prices anticipated to rise next year (Kasson Sand and Gravel was purchased by Rieth Riley this summer), Priest will be looking at purchasing slag material as a possible alternative to limestone chips.

Northwood Drive (Glen Arbor Township) speed study: Michigan State Police recommendation:

Johnson stated the data gathered this summer by the Michigan State Police supports reducing the posted speed limit on this road to 40 mph. A formal traffic control order will be issued once the Leelanau County Road Commission and Glen Arbor Township adopt motions to accept the recommendation.

Motion by Joyce, supported by Calhoun to accept the Michigan State Police recommendation of a 40 mph speed limit on Northwood Drive in Glen Arbor Township.

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

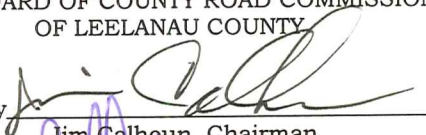
Public Comment: None.

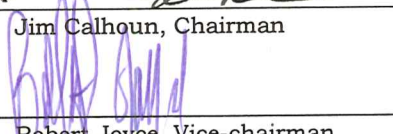
Commissioner comments: Joyce: expressed his appreciation to the men for the job they did this summer. He also mentioned receiving a phone call asking why a road commission vehicle was seen on the road on the previous Saturday with the caller being concerned it was perhaps being driven for personal use.

Calhoun: provided a brief update on the topics covered at the Michigan County Road Commission Self Insurance Pool workshop he had recently attended.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
Robert Joyce, Vice-chairman

Attest: 
Joel T. Nedow – Secretary to the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, August 16, 2016 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman Robert Joyce, Member John Popa, Managing Director Dan Wagner, Engineer James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Vouchers 39017 thru 39073 in the amount of \$407,642.44 were approved for payment.

Minutes from the August 2, 2016 regular meeting were approved as presented.

Agenda: approved as presented.

Public Comment: None.

Appointments:

At 1:05 p.m. the Board met with Doug Rexroat and his engineer, Rick Prince to discuss the location of a proposed multiple residential driveway accessing Herman Road from Rexroat's property. Staff has reviewed the site and determined that the proposed driveway location does not meet the Road Commission's sight distance requirements due to the curves in the road which restrict visibility. Rexroat stated he would rather not join the proposed multi-residential driveway to his existing driveway entrance, and relocating the driveway up the hill, while possible, would be costly due to the steep terrain. Another option explored would involve obtaining permission from his neighbor across the road to excavate the hillside along the curve to help improve visibility. Likewise, Rexroat stated he felt that this option was also not viable and all he wants to do is to divide his property so that his children can build homes there here in Leelanau County.

Rexroat stated that he and his engineering consultant are questioning the methodology used by staff to calculate the required sight distance for the proposed driveway. He inferred the present standards and methods being used do not take into consideration that the roadway is ascending up a hill and that the ASHTO standards applied do not take this into account given the terrain. He asked staff to take into consideration the information presented and to see if any of this can be applied to his situation. He also invited the Board to inspect the site in person before the September 6th meeting before rendering a decision to which the Board agreed.

At 1:35 p.m. the Board met with Susan Och, Leland Township Parks and Recreations Committee who reported Leland Township Board's desire on the North Street beach access. In an email dated August 15, 2016 to Road Commission Manager Wagner, Leland Township Board Trustee Tim Cypher stated a motion was adopted authorizing Cypher to draft a letter to the Road Commission asking them to mark road right-of-way boundaries on Lake Michigan, including South Beach (Reynolds Street road end), North Beach (North Street road end), Van's Beach (Cedar Street road end) and Thompson Street road end.

Discussion ensued. Calhoun stated each site should be surveyed to identify/clarify boundary lines before signage is installed. As such, he would prefer to have a formal policy drafted and approved before proceeding. Joyce agreed, and suggested including a cost-share proposal as the survey process could become costly should other townships make similar requests for other road ends throughout the county in the future. Johnson provided a photo of road end markers used by Manistee County which might be appropriate for the situation. Wagner stated that he would draft a policy for the Board to review at their next meeting and would also contact Leland Township to determine if there is an interest in a cost share arrangement.

Correspondence:

-Letter dated August 4, 2016 from County Road Association Self-Insurance Fund notifying the Board of the upcoming Annual Membership Meeting scheduled for September 14, 2016 at Boyne Mountain Resort, Boyne Falls Michigan.

-An email dated August 15, 2016 from Paul Anderson addressed to Calhoun and Joyce offering his comments on Leelanau Township roads that were recently seal coated and how he perceives the improvements as an impediment to bikers/cyclists who use these roads. Wagner stated he had reached out to Anderson prior to today's meeting to discuss his concerns in more detail.

Staff reports:

Heard reports from Wagner, Johnson and Nedow.

Heard joint report from Johnson and Nedow regarding a notice from the County Road Association on the impact of the new Michigan Department of Treasury interpretation of the 50-year road "lockbox" withholding of the first \$100 million of fuel tax revenue in fiscal year 2017. If this interpretation stands and the lockbox stalemate is not resolved prior to October 1, 2016 by the legislature, there will be a significant reduction (50%) in the December Michigan Transportation Funds distribution. These funds will be held in escrow until MDOT's plan submitted to the Michigan Road Innovation Improvement Task Force has been accepted by both legislative chambers.

In a cash projection provided by Nedow, Leelanau's December payment could be reduced by as much as \$200,000.00, significantly impacting on our operations. While this reduction should not affect remaining paving projects, Nedow stated that our ending cash balance may be lower than in previous years.

Cost-share agreement: Glen Arbor Township for Glen Eden Road:

Motion by Joyce, supported by Popa authorizing the Managing Director to sign a cost sharing agreement with Glen Arbor Township on behalf of the Road Commission Board for hot-mix asphalt paving work on Glen Eden Drive in the amount of \$24,250.00; \$15,000.00 of which would be paid to the Road Commission upon completion of the work (approx. October 1, 2016) with the remaining \$9,250.00 to be paid to the Road Commission in April of 2017 shortly after the beginning of the Township's new fiscal year.

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

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

High Visibility Work Wear Reimbursement policy/change in administering the program: employees purchasing qualifying high visibility wear will now have to pay the full amount at the time of purchase then submit their receipts to the Road Commission for reimbursement (up to 50% of the item(s) not including sales tax.)

The reimbursement submission form includes an employee acknowledgment that should the employee cease employment with the Road Commission within 30 days of the purchase the reimbursement will be nullified. If the employee had already been reimbursed, the amount will be deducted from the former employee's final paycheck. The thirty days will be assessed from the employee's last day of active employment and the use of sick/personal time, vacations, or leave of absences cannot be used to extend the date beyond thirty days.

Safety Boot Reimbursement Policy: updated to describe the type of boot that would qualify and excludes shoes or athletic style footwear. The revision also includes a provision that the policy can be deviated from under special circumstances (medical conditions) provided approval is granted by the employee's supervisor in advance of the purchase. In addition, the same thirty days guidelines added to the "High Visibility Work Wear Reimbursement" policy is included in this as well.

Motion by Joyce, supported by Popa, to accept the revised "High Visibility Work Wear" and "Safety Boot Reimbursement" polices as presented.

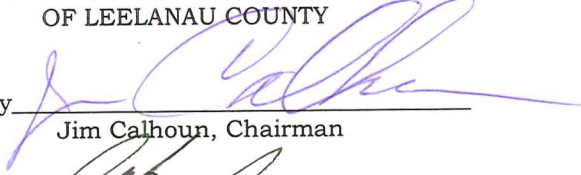
Ayes: Calhoun, Joyce and Popa. Nays: None. - Motion is approved.

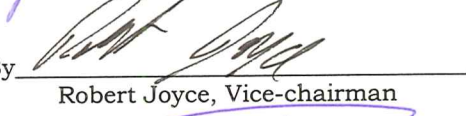
Public Comment: None.

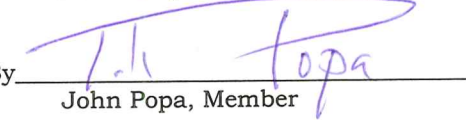
Commissioner comments: None.

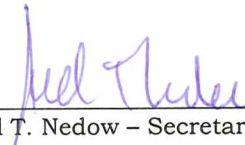
With no more business to conduct, Calhoun adjourned the meeting at 2:50 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
Robert Joyce, Vice-chairman

By 
John Popa, Member

Attest: 
Joel T. Nedow - Secretary to the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, September 6, 2016 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman Robert Joyce, Member John Popa, Managing Director Dan Wagner, Engineer James C. Johnson, Maple City Foreman Gino Grimaldi and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Vouchers 39074 thru 39102 in the amount of \$217,427.67 were approved for payment.

Minutes from the August 16, 2016 regular meeting were approved as presented.

Agenda: Additional item: motion authorizing the Manager to approve a proposed agreement with Oakland County Road Commission for the sale of our 2017 federal aid.

Public Comment: None.

Appointments: None.

Correspondence:

-Email dated August 27, 2016 from Maple City resident Patricia Diegel, who requested safety improvements at the M-22/CR-677 intersection similar to what was done to Church Road/Long Lake Road in Grand Traverse County.

In an email dated August 29, 2016 Wagner responded, informing her that the Michigan Department of Transportation has jurisdiction over M-22 and that the Road Commission had closed CR-677 to thru truck traffic as a means of offering additional protection to the property owners who live at the bottom of the hill at the intersection. Other safety measures taken include installing additional signage and changing how the intersection is plowed during the winter months. During a meeting that included MDOT and the Leelanau Sheriff that was hosted by the Road Commission, several suggestions were offered to the private property owner that could offer additional protection against future damage. However, these suggestions do not appear to be enacted upon.

-An email dated August 29, 2016 from Bingham Township resident Mary Bush concerning recent improvements to Whittaker Road. Bush expressed her opinion that improving this seasonal road which services one unoccupied house and a field is a bad use of county road funds. In her opinion there are other roads which she feels should be fixed and she questioned if this project was done thru the inference of one of the commissioners.

When asked by Joyce, Nedow replied that Kiessel Farms had provided funds to cover the asphalt cost, while the Road Commission absorbed the balance, with no funds contributed by Bingham Township. Popa asked to include a reference to the July 19, 2016 Road Commission meeting minutes when this project had been discussed.

-Letter dated September 6, 2016 from attorney Pet Miller, representing Doug and Jozell Rexroat, asking the Road Commission to approve their driveway permit application that was submitted today for driveway improvements just east of their home on Herman Road. Miller also provided an authorization letter from Rexroat granting him the power to assist in this process.

Staff reports:

Heard report from Wagner.

-Road projects: CR-614 near the Lincoln Road intersection is expected to be paved this week and work is continuing on the Freeland Road project as crews are removing poor underlying soil and replacing it with suitable material before the road can be paved.

-General road maintenance: crews finished grading several gravel roads so that a second application of brine can be applied. The Road Commission received a nice compliment from one of the residents of Cherry Homes Shore subdivision for some road patching that had been done there. Wagner is also coordinating with Manitou Island Transit to provide equipment to clear brush on the island roads. He also received a request from the National Park Service staff regarding their desire to have work done on Shefler Road. The NPS also did some work to lower the beaver dams that are impacting the water levels on Kelderhouse Road which will continue to be monitored.

Johnson, Grimaldi and Nedow also provided brief reports.

Rexroat multiple –residential driveway on Herman Road-request for variance to sight distance requirement:

Miller addressed the Board offering his thoughts. Many times in the past, Miller has contacted Johnson to discuss road-related issues he worked on, and he expressed his appreciation for the assistance he had received. In this case, he suggested staff should keep an open mind when evaluating the data gathered by Prince when considering Rexroat's request to grant a variance to the Roads Commission's sight distance requirement. Rick Prince stated that he just dropped off plans for the proposed driveway and apologized for not having them to staff to review prior to the meeting. After further discussion, Calhoun announced the Board would delay any decision until the September 20th regular meeting so that staff can review the documents provided by Prince.

Proposed road-end policy:

Wagner presented a draft road-end policy to the Board. The draft states the Road Commission has a number of county road ends that terminate at inland lakes, streams and at the high water mark of Lake Michigan and its tributaries that are lawfully open to the public. Upon request from a Township Board to delineate one or more of these roads, it shall be the policy of the Road Commission to procure and install markers to indicate the location of the right-of-way and the lawful terminus of such road ends. It shall be the Township's responsibility to enlist the services of a Professional Surveyor licensed by the State of Michigan who shall identify and mark the location of the right-of-way at the Township's sole expense. If the survey markers or sign markers are disturbed or vandalized, replacement shall be at the Township's sole expense. After discussion, the Board agreed to remove the last sentence on the second paragraph that requires street markers on the markers. Johnson reported he obtained a quote from a vendor of \$300.00 per post which is more than what he would like to spend for a marker. He will continue efforts to find an affordable option for these markers.

Motion by Popa, supported by Joyce to adopt the proposed road-end policy as presented by Wagner edited to remove reference that markers to be equipped with a standard street sign indicating the road name as well as being labeled to read "Public Access".

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

Sale of Federal Aid – Manager’s authorization:

Johnson asked the Board to adopt a motion that would grant the Manager the authority to sign an agreement with the Road Commission of Oakland County for the sale of our 2017 federal aid allocation made available through our Rural Task Force. As efforts in drafting a transfer agreement is progressing, Johnson stated that authorizing the Manger to sign the agreement would keep the process on track.

Motion by Popa, supported by Joyce authorizing the Manger to sign an agreement with the Road Commission of Oakland County for the sale of our 2017 federal aid allocation.

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

Resolution 16-04: extend expiring MDOT Trunkline contract for one more year:

Motion by Joyce, supported by Popa to approve Resolution 16-04 which reads as follows:

WHEREAS, the Michigan Department of Transportation (“MDOT”) and the Leelanau County Road Commission had entered into Contract Number 2012-0524/A1 under which the Road Commission would perform maintenance on state trunk-line highways within Leelanau County, and

WHEREAS, the CONTRACT is due to expire on September 30, 2016; and

WHEREAS, the CONTRACT provides for MDOT and the Leelanau County Road Commission Board to work together to explore the potential for improving the efficiency of maintenance activities on state Trunkline highways and bridges within their jurisdiction; and

WHEREAS, both parties desire to retroactively extend the CONTRACT terms to provide sufficient time for the BOARD to perform the services; and

NOW THEREFORE BE IT RESOLVED the parties agree that the CONTRACT be and that the same is retroactively amended as follows:

In order to extend the CONTRACT term by one year, Section 27 of the CONTRACT is amended to read as follows:

“This contract will become binding on the parties hereto and of full force and effect from October 1, 2012, through September 30, 2017, and upon the signing thereof by the duly authorized officials for the Board, and for MDOT; upon the adoption of a resolution by the Board approving-said contract and authorizing the signatures thereto of the respective officials of the Board, a certified copy of which resolution will be attached to this Contract, and with approval by the State Administrative Board.”

All other provisions of the CONTRACT, except as herein amended, remain in full force and effect as originally set forth.

BE IT FURTHER RESOLVED that the Board authorize Chairman James Calhoun, in his capacity as Chairman of the Leelanau County Road Commission to sign the CONTRACT.

Roll call vote: Member John Popa – Aye; Vice-chairman Robert Joyce – Aye; Chairman Jim Calhoun – Aye. Resolution is hereby adopted.

Appoint voting delegate: 2016 NMARC Annual Meeting:

Wagner stated that he would attend this meeting scheduled for September 16, 2016 at Boyne Mountain to represent the Road Commission.

Motion by Popa, supported by Joyce naming Dan Wagner as voting delegate representing the Leelanau County Road Commission in all matters on behalf of the Commission at the Northern Michigan Association of Road Commission’s Annual Meeting September 16, 2016.

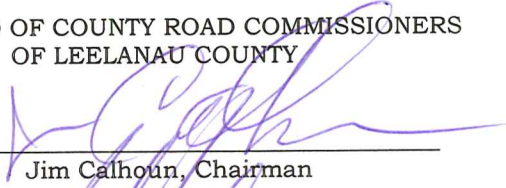
Ayes: Calhoun, Joyce and Popa. Nays: None. – Motion is approved.

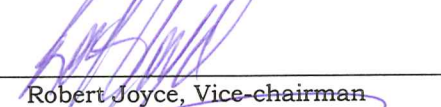
Public Comment: None.

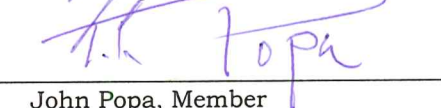
Commissioner comments: Joyce: provided his thoughts how he would like to have telephone caller complaints handled in the future. He also offered comments that he feels the superintendent should be notified of all calls from County Emergency Services on weekends or after regular business hours.

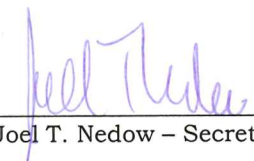
With no more business to conduct, Calhoun adjourned the meeting at 2:15 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By  _____
Jim Calhoun, Chairman

By  _____
Robert Joyce, Vice-chairman

By  _____
John Popa, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, September 20, 2016 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joe Nedow. Member John Popa was absent. Guests were present.

Vouchers 39103 thru 39135 in the amount of \$62,869.93 were approved for payment.

Minutes from the September 6, 2016 regular meeting were approved as presented.

Agenda: Approved as presented.

Public Comment: None.

Appointments: At 1:05 p.m. the Board met with Leelanau Township resident Norm Golm to hear his comments about the recent fog seal application on Foxview Drive. Golm stated that as only one lane had been sealed, the road's current appearance is unacceptable to him and he would like to the Road Commission to take remedial action this fall to correct this oversight. Wagner explained that this was the last road to be fog sealed this year and the crew who did the work ran out of material before the other side could be done. This was because the gauges that measure the emulsion in the tank was not accurately calibrated and overstated how much material was left in the tank. With no other roads to fog seal and with temperatures not ideal to extend this operation, Priest did not order more material and decided to terminate the operation, clean the equipment and put it away until next summer. Golm asked if a contractor could be hired to finish the job yet this fall. Joyce stated that he agrees with Golm that the road is not aesthetically pleasing to look at, but he cannot support fixing the road this fall as doing so would not be cost effective which he cannot justify to taxpayers. Priest stated that as it is now fall, temperatures are too cold to assure that the material would cure properly without causing additional problems. Wagner assured Golm that crews would return next summer to apply fog seal on both sides of the entire road.

Correspondence: None.

Staff reports:

Heard report from Wagner:

-Two crew members have announced that they are leaving, and one new hire, Calvin Wilson started at Suttons Bay last week. Another new crew member will be starting in a few weeks.

-Lighting upgrade in the Suttons Bay Stran building has been completed, with several positive comments received from the work crew.

-Wagner received a request from TART for feedback on a proposed plan to post "no parking" signage at eight TART trail crossings located in Suttons Bay, Bingham and Elmwood Townships.

After discussion, Joyce and Calhoun agreed that they would prefer to take no action until they hear from each of the affected townships and wait for their recommendation. In addition, both indicated that TART would have to be responsible for any fees related to signage that would be needed.

-Received notice from the County Administrator's Executive Assistant that as a department, the Road Commission has been scheduled to provide a report to the Leelanau County Board of Commissioners-Executive Board session on October 4, 2016. Calhoun stated that the Road Commission is not a County department, and due to scheduling conflicts he would not be able to attend that meeting.

-Announced that at last week's Northern/Southern Michigan Association of Road Commissions/County Road Association Self Insurance Fund annual meetings, our agency received an award for being ranked first in our payroll category with the lowest experience modification factor for the 2015-16 coverage year. Wagner will present this award to the work crews at our October 14th safety luncheon.

Johnson:

-Glen Eden is scheduled to be paved in two weeks.

-Negotiations between MDOT and the County Road Association Negotiating Committee have concluded as both parties agreed to a new Trunkline contract. Johnson expects to receive copies of the contracts for the Board to ratify in a few weeks.

-Continuing efforts to draft a contract for the sale of our 2017 federal aid funds to the Road Commission of Oakland County.

Priest:

-Road projects: CR-614 near the Lincoln Road intersection has been paved and work on Freeland Road is continuing. MDOT has provided additional maintenance funds to pay for a separated culvert under M-72 and correct significant storm water erosion on M-22. The three MDOT-TWA projects are nearly completed and will be paid for with special MDOT funds.

Nedow:

-2016-17 road salt prices: This year's salt prices will go down by \$12.54/ton from last year. Nedow estimates this will save the Road Commission approximately \$11,000.00 depending on weather conditions and usage.

-Received notification from the County Road Association that MDOT's plan submitted to the Michigan Road Innovation Improvement Task Force has been accepted by both State legislative chambers, thus eliminating the need to withhold the \$100 million dollar lockbox fuel tax revenue for October's Michigan Transportation Fund paid in December.

-Announced receiving \$15,823.20 in National Park Service P.I.L.T. funds (payment in lieu of taxes) allocated to the Road Commission from the Leelanau County Board of Commissioners. In addition, our recently received annual Michigan County Road Association Self Insurance Pool refund was much lower than anticipated. Nedow learned that the lower refund is due to past litigation costs incurred by the Pool defending the Road Commission which will also impact future refunds.

Rexroat multiple -residential driveway on Herman Road-request for variance to sight distance requirement:

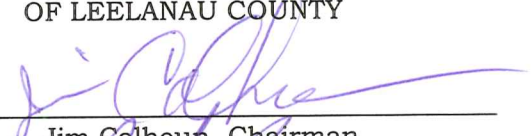
Nothing to report as staff is continuing efforts to develop a workable solution.

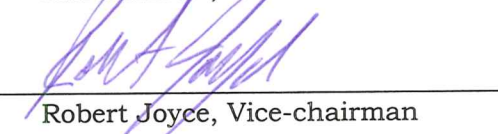
Public Comment: Leelanau County Board Commissioner Ty Wessell offer his thanks to the Road Commission for keeping Leelanau County's roads in excellent shape.

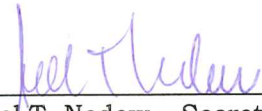
Commissioner comments: Calhoun: asked about when the new trailer for the Volvo excavator will be delivered and also when heavy plow truck bids would be ready.

With no more business to conduct, Calhoun adjourned the meeting at 1:49 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
Robert Joyce, Vice-chairman

Attest: 
Joel T. Nedow - Secretary to the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, October 4, 2016 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman Robert Joyce, Member John Popa, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent Dave Priest, Maple City Foreman Gino Grimaldi and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Vouchers 39136 thru 39168 in the amount of \$170,434.77 were approved for payment.

Minutes from the September 20, 2016 regular meeting were approved as presented.

Agenda: Approved as presented.

Public Comment: None.

Correspondence: None.

Update: Rexroat multiple-residential driveway application on Herman Road:

Wagner and Johnson met with attorney Peter Miller on behalf of the Rexroats to discuss a proposal that would satisfy the sight distance requirement. The property owners have expressed interest in this proposal, and Johnson has already reviewed and offered corrections to the preliminary drawings submitted by their engineering consultant.

Request to adopt new uniform permit application forms as recommended by the CRA Board for independent use:

Wagner explained the new permit forms are the results of an effort to create uniform permit forms across the State and to standardize transportation permit fees as well. Adopting a uniform permit form would minimize variation from county to county which the trucking industry has been lobbying for.

Motion by Joyce, supported by Popa to adopt the new uniform transportation related permit forms as recommended and provided by the County Road Association Board for use by the Leelanau County Road Commission.

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

Appointments:

-Leelanau County Undersheriff Steve Morgan: request to fund 50% of the cost (or \$3,500.00) for a new radar speed trailer to be used by the Sheriff's office.

Morgan provided a memorandum outlining his request that included a quote for an OnSite 300M speed trailer. The Road Commission had participated with the Grand Traverse Band of Ottawa & Chippewa Indians and Leelanau County to purchase the current radar speed trailer in 2000. This unit is now out of order and needs significant repairs. To fix it, new solar panels and batteries will be needed and the chassis is rusting out which is the reason why a new unit is needed. Morgan's proposal is to ask the Road Commission to contribute 50% of the cost for a new unit (capable of performing additional functions not possible with the older unit) and ask GT Band for the other half during this December's 2% cycle. The County is not being asked to participate as Morgan pointed out they have already contributed via providing maintenance to the old unit for the past 16 years. Morgan expressed his opinion that the Road Commission and the Sheriff's Office would both benefit from this expenditure as requests to monitor speeds throughout the County continue to climb. Calhoun and Joyce asked if there is any interest in funding two radar speed trailers instead of one. Morgan stated he would like another unit, but he is unsure if the GT Band would provide the remaining funds to purchase two. Popa suggested repairing the old unit and asked if installing stationary radar units would be more cost effective. Morgan stated his opinion that stationary radar units are also costly and less effective. Nedow suggested funding 100% of one unit as Morgan would still be able to submit a 2% grant request to the GT Band for a second unit.

Motion by Popa, supported by Joyce, authorizing the Leelanau County Road Commission to fund the purchase of a new model OnSite 300 radar speed trailer (see quote from Decatur Electronics for \$7,121.00) with the following conditions:

-Morgan submit a request for a second radar speed trailer to the Grand Traverse Band of Ottawa & Chippewa Indians during their December 2% cycle, and;

-Morgan investigates the feasibility of repairing the old radar speed trailer as a back-up.

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

-Glen LaCross (accompanied by attorney Dan Hubbell): driveway at CR-651/CR-620 intersection: LaCross submitted a driveway application to the Road Commission in May 2015 which was issued that same month. The permit called for the installation of a 15" culvert but the exact spot where the driveway was to be built was not marked by the applicant.

Discussion continued on what was communicated between LaCross and staff regarding his attempt to get permission from the Road Commission to move a yellow target arrow sign in the CR-651 right of way across LaCross's property. The sign is directly across from the west bound lane of CR-620 (Hohnke Road). LaCross proceeded to build his driveway where this sign was, and at some point during construction, the sign had been removed and propped up alongside of CR-651. After consulting with the Leelanau County Sheriff Department, staff instructed our crew members to put the sign back where it had been, which is in the middle of the new driveway.

LaCross asked the Board to intervene so that he can use his driveway as he constructed it, despite staff advising him to relocate it to either side of the sign. LaCross expressed no desire to move it as he claimed that he would have to remove several trees and fence posts on his property and that it would be difficult for semi-trucks to pull into his orchard. LaCross stated time is of the essence as he needs to gain access to his property soon so that he can burn stump piles and plant a cover crop.

Wagner repeated what he had told LaCross and attorney Dan Hubbell. (LaCross flagged Wagner down on May 25, 2016 on Sharnowski Road and questioned him about relocating the sign, which Wagner had told him that he would need to resolve the matter with Priest – Hubbell called Wagner in September 2016 to also discuss the situation). Wagner then cited the Michigan Manual on Uniform Traffic Control Devices regarding the placement of two-directional signs: "If used, it shall be installed on the far side of a T-intersection in line with, and at approximately a right angle to, traffic approaching from the stem of the T-intersection." LaCross pointed out other T-intersections in the County where directional signs are not directly across from the opposite lane as stated in the manual. Wagner acknowledged that, and stated Road Commission crews will continue to rectify them by relocating these signs to where they should be whenever they are identified. When asked by Wagner, LaCross stated he owns over a thousand feet of frontage along CR-651 but building a driveway along there would not accommodate large trucks without uprooting several trees in the process. He also claimed that he could not relocate the drive to the north side of the sign as it would interfere with a fence he had recently erected there.

Joyce informed LaCross that on the reverse side of the permit application, one of the Additional Requirements states the permit may be suspended or revoked at will, and the Permit Holder shall surrender this permit and alter, relocate or remove its facilities at its expense at the request of the Road Commission.

Popa suggested installing a temporary removable sign that would allow LaCross to use the driveway, an idea supported by Hubbell but not by Joyce or Calhoun.

Calhoun asked LaCross if he had moved the sign after being denied permission to which LaCross acknowledged that he had.

Calhoun stated he would visit the location and provide an answer to LaCross at the October 18th Board meeting.

Staff reports:

Wagner:

-Road projects: CR-614 has been paved and crews are working on restoring the road shoulders. Crew members are focusing on reconstruction of Freeland Road which should be ready for paving soon. Prep work on Glen Eden Road is almost completed and paving is scheduled later this week weather permitting. Maple City crew members have also completed a significant storm water erosion control project on M-22 near Narada Lake.

-All three MDOT projects utilizing TWA funds have mostly been completed, with MDOT painting highway markings at M-22/Dumas Road and delineators installed at the M-204 guardrail project.

-New employee Harold Grigsby started at the Maple City garage this week.

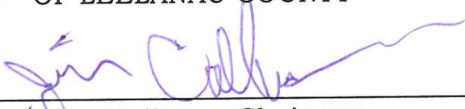
Johnson, Priest, Grimaldi and Nedow also provided reports.

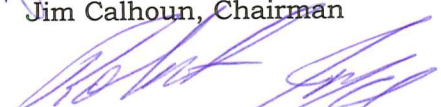
Public Comment: None.

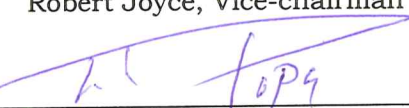
Commissioner comments: Joyce, Popa and Calhoun expressed their appreciation and support for how staff handled LaCross's driveway issue and also stated removing the sign without permission is unacceptable.

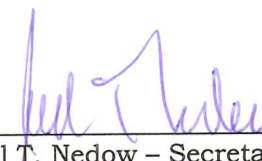
With no more business to conduct, Calhoun adjourned the meeting at 2:17 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
Robert Joyce, Vice-chairman

By 
John Popa, Member

Attest: 
Joel T. Nedow – Secretary to the Board

A special meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 2:35 p.m. on October 4, 2016 at 10550 E. Eckerle Road, Suttons Bay Michigan. Present: Chairman Jim Calhoun, Vice-chairman Robert Joyce, Member John Popa, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent Dave Priest, Maple City Foreman Gino Grimaldi and Finance Manager/Secretary to the Board Joe Nedow. No guests were present.

Agenda: Approved as written.

Public Comment: None.

Purpose: Visioning session to discuss strategic planning for the organization. Topics discussed:

-Political signs in the road right of way – Wagner suggested we should adopt a policy similar to MDOT’s which permits political signs 30 feet or more from the edge of the roadway on roads without barrier-type curbs, and more than three feet from the back of the curb on rods with barrier curbs. No objections were offered by the Board.

-Request from the County Administrator for the Board to provide a “departmental” report to the County Board at their December 13th meeting. Calhoun reiterated that we are not a County department but acquiesced to Wagner providing a report. Popa stated that he would prefer a visual Powerpoint presentation and that the Road Commission Chairman should be present. Calhoun and Joyce disagreed, stating only Wagner should be present and that they would prefer Wagner present a brief, one page summary report.

-Funeral leave when an employee dies: All three commissioners expressed interest in pursuing this; Wagner instructed to include this possibility during upcoming bargaining unit negotiations next summer when the current contract is due to expire.

-Standardized computers/tablets for Board members: Joyce repeated his request to replace his small tablet with a larger Apple I-pad device which he is familiar with. Nedow requested to determine in the weeks to follow if other Board members need different devices and what would work best for each.

-800 Mhz radios: As Leelanau County is planning on going live in March 2017 Wagner is anticipating purchasing 6 or 7 hand held units estimated to cost \$12,000.00 - \$14,000.00 so that Road Commission personnel can communicate directly with police/fire/dispatch.

-Request from TTCI (formally TC TALUS) to provide a presentation to the Board: The Board expressed interest in their offer.

-Commissioner Code of Conduct: Wagner provided three versions for the Board to review to see if there is any interest in adopting one of them. Popa stated he thought it would be a good idea to do so: Joyce stated this topic was discussed last year and that he has no interest in adopting a code of conduct. Calhoun stated he agrees with Joyce’s comments.

-Upgrading GPS tracking software: Cost to upgrade our software to include directional arrows, bread-crumbs trail for better tracking is anticipated to cost approximately \$7,000.00. No action is planned as Wagner is anticipating the cost for the upgrade to come down in the next few years.

-Health insurance forecast and impact on existing caps: Nedow received health insurance renewal rates as of December 1, 2016 increased. Wagner informed the Board that the two-person and family monthly caps in the union contract are below the State mandated caps and that he would like to discuss adjusting the contract rates with the union negotiators during the upcoming union contract negotiations. Johnson pointed out that this winter would be a good time for the Board to consider adjusting the administrative caps since the administrative caps are independent of the union agreement.

-Extend bid prices for heavy trucks and emulsion: The Road Commission had already extended heavy trucks and emulsion bids for a second year. Nedow had advised staff to follow the recommendations set forth in the State of Michigan Uniform Accounting Procedures Manual for County Road Commissions that bids can only be extended once before soliciting new bids. Wagner stated he had discussed extending these bids for a third year with the Road Commission’s legal counsel Tom Derderien. Wagner stated that Derderien had told him that while the guidelines in the manual are not legally binding, the Road Commission should try to follow them whenever possible. In addition, Wagner learned that new heavy truck prices are not expected to increase greatly next year so he would recommend going out for bids for heavy trucks this fall.

With emulsion, the current contractor is offering a \$0.09 per gallon price reduction on their products, including a type of emulsion we have not used before if the Road Commission agrees to extend their bid for a third year. Wagner stated that doing so would likely result in a substantial savings next year for seal coating and he is expecting to make a recommendation to the Board by the end of the year.

-Briefly discussed the status of topics covered during the July 5, 2016 visioning session.

Public Comment: None.

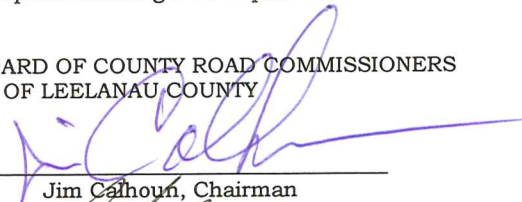
Commissioner comments:

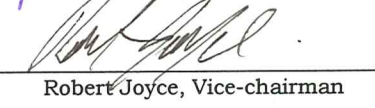
Popa: stated that as our annual expenditures are the largest in Leelanau County government, we need to focus on long term planning that includes preparing a plan for road projects, scheduled maintenance and capital budgeting for the next few years which would then flow into the annual budgeting process. In regards to this spring’s annual meetings, he suggested Calhoun should assign each Commissioner what townships to attend.

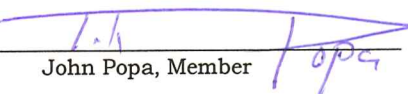
Calhoun: reported he is still receiving negative comments from county residents over the Whittaker Road improvement project which he feels hurt our image. He urged the Board and staff to use caution in the future when planning road projects.

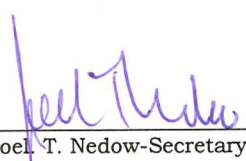
With no more business to conduct, Calhoun adjourned the special meeting at 3:45 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By  _____
Jim Calhoun, Chairman

By  _____
Robert Joyce, Vice-chairman

By  _____
John Popa, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, October 18, 2016 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Member John Popa and Finance Manager/Secretary to the Board Joe Nedow. Vice-chairman Robert Joyce was absent. Guests were present.

Vouchers 39169 thru 39211 in the amount of \$274,358.18 were approved for payment.

Minutes from the October 4, 2016 regular meeting and October 4, 2016 work session were approved as presented.

Agenda: Approved as presented.

Public Comment: None.

Correspondence: None.

Schedule 2017 budget public hearing:

Motion by Popa, supported by Calhoun to schedule a public hearing for December 6, 2016 at 1:15 PM to listen to questions/comments on the proposed 2017 Road Commission budget.

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

Reschedule/cancel November 15, 2015 regular meeting:

No action taken, as Popa and Calhoun decided to postpone a decision until the November 1st regular meeting.

Appointments:

At 1:05 PM the Board met with Leelanau Township residents Robert DeVries and Jim Miller to discuss a proposal concerning Omena Point Road. As spokesperson, DeVries submitted a written proposal asking:

- Segment of Omena Point Road from M-22 east approximately 9/10 of a mile to the Omena Yacht Club building is restriped as a "No Passing" zone.
- 30 mph speed and "Watch for pedestrians" signs be erected at the base of the hill before Fire Lane 4 going north and also at the curve before Lake Street for east bound traffic, and
- That the proper authorities reduce the regulatory speed limit on the same stretch of road to 25 mph.

DeVries listed several reasons he feels supports his request.

Those using the beach area park on the north side of the road, requiring them to cross the road to get to the beach. In addition, there are numerous residences on this stretch that have beach frontage which is heavily used during the summer months. As the road is narrow with no paved shoulders, pedestrians who walk along the edge of the road are at risk. Given these conditions, DeVries stated his opinion that this situation is a safety hazard which needs to be rectified. He referenced a passage in the Michigan Manual on Uniform Traffic Control Devices – Section 3B.02 paragraph 03 which gives the Board the authority to establish a no-passing zone due to special conditions. DeVries and Miller stated they believed the unique nature of Omena and the density warrants special conditions. DeVries claimed that Leelanau County Sheriff Borkovich expressed his support in their proposal in an email sent to Wagner over the summer.

Jim Miller then provided an overhead Google-Earth photo of Stony Point Road in Bingham Township showing a straight segment of road longer than Omena Point Road as double striped.

DeVries and Miller's proposal received verbal support from Leelanau County – District 4 Commissioner Ty Wessell, Leelanau Township Supervisor Doug Scripps, Omena Village Association President Kip Kemper and Glen LaCross.

Calhoun stated he appreciates their comments and that the Board will need to discuss the matter further before rendering a decision.

He informed DeVries and Miller that it is possible that the requested speed study may not support reducing the speed limit. Miller stated the main focus is to change the existing passing zone area to a no-passing zone regardless of the speed study outcome.

At 1:25 pm the Board met with Glen LaCross to discuss LaCross's request to move the yellow target arrow sign at CR-651/CR-620 intersection. Popa recused himself from participating in this topic due to his relationship with LaCross.

Calhoun told LaCross that he recently visited the site as he had promised. Calhoun took several measurements and suggested LaCross could shift the driveway to the south three feet to avoid the sign. Based upon his experience owning an excavation business, Calhoun stated his opinion that it would take only a few hours to move one fence post and move or extend the culvert south three feet. No tree would have to come out and the sign would stay where it needs to be.

LaCross stated the Road Commission should move the culvert as he had received a permit and had built it where he claimed he was told he could. Calhoun then inspected a copy of the approved permit issued for this driveway and found that it did not include a drawing provided by the applicant where the driveway was to be built.

In regards to LaCross's insistence that the Road Commission move the driveway, Calhoun refused citing instances where the Road Commission had him move a driveway he had built for one of his clients to a different spot. In each instance Calhoun stated he had complied with the request.

Staff reports: None.

Request to adjust 2016 Road Commission budget:

Nedow presented financial statements updated thru September 30, 2016, and he asked the Board to make several adjustments to the 2016 Road Commission budget.

Motion by Popa, supported by Calhoun, to adjust the 2016 Road Commission budget as follows:

Revenues: State Trunkline TWA – increase \$210,000.00; Township Contributions – increase \$74,250.00; Road Millage Proceeds – increase \$20,000.00; Permits & Fees – increase \$2,000.00; Gain/Loss on disposal of assets – decrease \$45,000.00; Interest Income – Increase \$350.00; Allowance for Depreciation – increase \$28,000.00 and Gain on Aggregate Mined – increase \$10,000.00.

Expenditures: Primary Road-Heavy Maintenance – decrease \$250,000.00; Primary Road-Routine Maintenance – increase \$500,000.00; Local Road-Routine Maintenance – decrease \$200,000.00 and State Trunkline TWA – increase \$210,000.00.

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

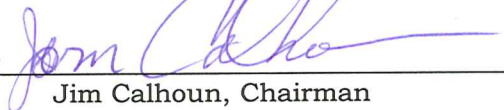
Nedow also provided an update on preparing the 2017 Road Commission budget including his opinion on the value of implementing a three and five year infrastructure and Capital Improvement plan which could be used as a template when preparing future budgets and staffing levels.

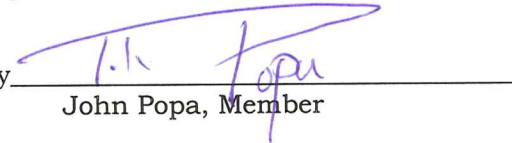
Public Comment: Wessell complimented the Road Commission for the steps taken to reduce our unfunded pension liability over the past few years.

Commissioner comments: None.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
John Popa, Member

Attest: 
Joel T. Nedow – Secretary to the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, November 1, 2016 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman Robert Joyce, Member John Popa, Managing Director Dan Wagner and Finance Manager/Secretary to the Board Joe Nedow. No guests were present.

Vouchers 39212 thru 39246 in the amount of \$178,382.31 were approved for payment.

Minutes from the October 18, 2016 regular meeting were approved as presented.

Agenda: Approved as presented.

Public Comment: None.

Appointments: None.

Correspondence: Wagner drafted a thank you letter to Michigan Paving & Materials for sponsoring our annual safety meeting last week for the Board to review which the Board approved.

Manager's reports:

-Road projects/road maintenance: Final course of asphalt on Freeland Road was completed last week and our crews have been busy restoring the shoulders. Asphalt contractors are in the process of wedging Stoney Point Road and Lee Point Road with their progress dependent upon the weather. Our work crews have patched a spot in front of the Maple City salt shed with asphalt. Outside contractors completed pumping concrete into animal tunnels undermining a section of M-109. Improvements to the North Street road end in Leland have been completed including the installation of a footpath to Lake Michigan to improve public safety.

-Safety program: Wagner provided a summary of the revamped safety related highlights implemented this year.

-Omena Point Road request: In a written report to the Board, Wagner wrote that in regards to the speed limit, we have not yet received a position from the Michigan State Police whether they will conduct a formal speed study but we have provided them with the preliminary traffic data that was requested. He also indicated he, Johnson and Priest conducted a site visit of the section of Stony Point Road striped as a no passing zone and concluded a portion of this stretch of road could be striped as a passing zone which he intends to have rectified by our painting contractor when next painted. As staff has already installed additional warning signs along this route, it is staff's recommendation that the current striping configuration on Omena Point Road is adequate as is notwithstanding further direction from the Michigan State Police on a speed study.

Commissioner responses:

Joyce: stated he had witnessed vehicles traveling this stretch of road driving faster than the posted speed limit and he feels something needs to be done. He suggested meeting on site at some point in the near future.

Popa: suggested exploring the possibility of placing a designated cross walk at the beach area. He stated that he would be in favor of re-striping the road as a no-passing zone next spring when the paint contractor is here to paint our roads. He also suggested using this offer to leverage funds from the community to help offset the costs for the installation of additional warning signage that was requested.

-MDOT provided a draft Letter of Understanding for Winter Highway Maintenance Patrol that had allowable hours lower than last year. Through some negotiation, MDOT appears to be satisfied keeping the terms the same as we had last year so that we can provide seven days per week night patrol coverage for both garages.

-Staff had met with representatives from the National Resource Conservation Service to discuss the Hatlem Creek at McFarlane Road culvert crossing. Based on their preliminary findings, it appears this project would be a good candidate to receive grant funding.

-Staff has also been in communications with the National Park Service staff as well as Cleveland Township on whether a grant through the Federal Land Access Program (FLAP) could pay for some of the work needed on CR-669 north of M-22. The grant application is due next month and Wagner will be evaluating this program and whether the Road Commission would qualify for funding.

Reschedule/cancel November 15, 2016 regular meeting:

Motion by Joyce, supported by Popa to reschedule the November 15, 2016 regular meeting to November 22, 2016. The Board will meet at the Suttons Bay garage at noon before departing with Wagner to inspect Omena Point Road before returning to Suttons Bay to resume the regular meeting at approximately 1:00 p.m.

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

Maple City salt shed roof replacement:

Earlier in the day, bids to replace the roof of the Maple City salt shed were opened and read. The bid results are as follows:

Story Roofing - \$33,600.00; LTD Construction - \$35,000.00; and Gerber Construction - \$48,875.00

As additional research into the bids and products proposed to be used is needed, Wagner asked the Board to approve a motion authoring him to award the bid when he is ready.

Motion by Joyce, supported by Popa authorizing Wagner to accept the roofing bid for the Maple City salt shed roof replacement that would be in the best interests of the Leelanau County Road Commission.

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

Request to adjust 2016 Capital Acquisition Expenditure budget:

Motion by Joyce, supported by Popa to increase the 2016 Capital Acquisition Expenditure budget by \$50,000.00 in recognition of the Maple City salt shed storage building roof project.

Discussion: Popa asked Nedow if there were any excess funds left in the budget that could cover this expenditure. Nedow informed Popa that this adjustment is necessary as the Capital Acquisition Expenditure budget had previously been adjusted to match this year's actual capital expenditures and there were no excess budgetary funds.

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

Include photo where proposed driveway is approved to be built with future driveway permits:


Calhoun suggested that with future new construction - driveway permit applications, pictures showing where the driveway was approved should be included in our file copy. Doing so would provide documentation to support the Road Commission's ability to enforce moving/removing driveways built in the wrong location. Wagner agreed, and stated he would pursue implementing this suggestion, including updating our standards and permit applications if needed.

Public Comment: None.

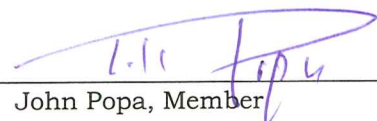
Commissioner comments: None.


With no more business to conduct, Calhoun adjourned the meeting at 1:43 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By  _____
Jim Calhoun, Chairman

By  _____
Robert Joyce, Vice-chairman

By  _____
John Popa, Member

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

A rescheduled, regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 12:00 p.m. on Tuesday, November 22, 2016 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Member John Popa and Managing Director Dan Wagner. Vice-chairman Robert Joyce was absent - No guests were present. The Board then departed the Suttons Bay garage to inspect Omena Point Road.

After returning the Suttons Bay at 1:00 p.m. Calhoun reconvened the regular meeting. Present: Chairman Jim Calhoun, Vice-chairman Robert Joyce, Member John Popa, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent Dave Priest and Finance Manager-Secretary to the Board Joe Nedow. One guest was present.

Vouchers 39251 thru 39302 in the amount of \$248,939.18 were approved for payment.

Minutes from the November 1, 2016 regular meeting were approved as presented.

Agenda: Approved as presented.

Public Comment: None.

Appointments: None.

Correspondence:

-Email received November 15, 2016 from a Maple City resident named "Kimberly" complaining about what she believes is excessive diesel engine noise and exterior lights emanating from the Maple City garage toward her residence in a neighboring subdivision. Wagner confirmed that the Maple City crew members are aware that they are to limit running equipment after regular business hours. However, he also pointed out this facility has been in operation for many decades and limiting exterior activities would have a detrimental impact on our ability to provide night time winter snowplowing. He also wrote a response to the email address provided in the original email to let the sender know this and to invite her to bring any concerns she might have to his attention. Popa suggested it may be worth performing an exterior light study to ascertain whether the night lights at the garage are "downlight" style.

-Email dated November 14, 2016 from Todd Colberg of Kasson Sand and Gravel, offering to extend 2016 aggregate prices into 2017 in response to a letter sent by Wagner.

Motion by Popa, supported by Joyce, accepting Kasson Sand and Gravel's offer to extend 2016 aggregate pricing into 2017 as stated in a letter/email dated November 14, 2016.

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

Manager's reports:

-Snowstorm over the weekend resulted in our trucks going out for the first time this season. Strong winds and relatively warm ground temperatures combined to form some icy conditions throughout the County as well as causing many downed power lines.

-Staffing: Maple City employee Jeff Blough retired earlier this month and a new employee, Zack Kruger started working out of the Suttons Bay garage. Maple City mechanic Roger Hughes announced he is leaving us this month, and efforts to find a replacement mechanic are now underway.

-Staff has been evaluating automated traffic control systems, including a recent demonstration by a vendor. This device would free up valuable manpower to perform other tasks instead of having our employees perform flagging duties in many instances. As these devices are rather expensive, staff is planning on seeking competitive bids later on along with a recommendation to the Board.

-Grant application through the Federal Land Access Program (FLAP) which could pay for some of the work needed on CR-669 north of M-22 is due next month. Cleveland Township has expressed interest in committing matching funds for this project as well.

-Wagner is continuing to work with representatives from TART on several items including the potential posting of no parking signs at trail crossings and some winter maintenance overlap. Popa stated this topic was discussed at a recent Bingham Township meeting. He suggested TART needs to find funds to build off-road parking instead of designating no parking areas along county roads at their trail heads. Wagner responded that to date, he has not committed Leelanau County Road Commission to acting upon this request.

Resolution 16-05: authorize Chairman and Manager to sign new State Trunkline Maintenance contract:

Motion by Popa, supported by Joyce, to approve Resolution 16-05 which reads as follows:

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

WHEREAS, MDOT has affirmatively found that contracting with the Leelanau County Road Commission for the maintenance of state trunk-line highways and bridges within Leelanau County, is in the best public interest; and

WHEREAS, the Leelanau County Road Commission concurs in MDOT's finding that it is in the best public interest to contract with the Leelanau County Road Commission for the maintenance of State Trunk Line highways and bridges within Leelanau County for the reason that the Road Commission has a proven record of efficiently providing a high level of service on state trunk-line highways within Leelanau County for many years; and

WHEREAS, the Leelanau County Road Commission has reviewed the terms of the contract;

NOW THEREFORE BE IT RESOLVED that the Leelanau County Road Commission hereby accepts and agrees to enter into the State Trunk-line Maintenance Contract presented by MDOT and Jim Calhoun, Chairman and Dan Wagner, Managing Director are authorized and instructed to sign the State Trunk-line Maintenance Contract on behalf of the Leelanau County Road Commission for the period October 1, 2016 through September 30, 2021.

Ayes: Chairman Jim Calhoun, Vice-chairman Robert Joyce, and Member John Popa. Nays: None. Resolution is hereby adopted.

Response from Michigan State Police regarding requested speed study for Omena Point Road:

Wagner reported the Michigan State Police have declined to undertake a formal speed study on Omena Point Road because the preliminary speed data failed to support a reduction in the posted speed limit. This reduces the number of items to act upon to: 1) that we restripe a section of Omena Point Road for a no passing zone and 2) we add an additional pedestrian warning sign.

Calhoun stated that he would support restriping the road later next spring when the painting contractor returns. He asked Wagner to contact Leelanau Township with a copy going to the Omena Point Road group to let them know this, and that the Board did tour the road as promised. Popa and Calhoun voiced their opinion that painting a double yellow stripe will not be an effective deterrent to motorists wishing to pass and Popa asked Wagner to write a letter to the group who submitted the request to update them on what has been decided and to ask them to send a map where the additional requested warning sign should go. Popa also suggested the letter should ask the residents who live along this road to explore the possibility of raising funds to install warning flashers and possibly widen the road for pedestrian traffic themselves.

Request to raise administrative health insurance monthly caps to State of Michigan approved limits:

In a memo, Nedow pointed out that as health insurance premiums have risen significantly over the past several years, the caps incorporated into the union agreement have never been adjusted. Administrative staff members have been compensating for rising premium costs by implementing health insurance plans that offer reduced coverage. This year, premiums for 2-person and family coverage in the administrative health savings account plan has risen above the union mandated caps. Nedow also pointed out that the annual State of Michigan approved limits for House Bill 152 is higher than the union contract amounts for two-person and family coverage. As the contract does not bind the administrative workers, he asked the Board to adopt the State of Michigan limits for 2-person and family rates only. As the SOM HB 152 single rate is substantially lower than the single rate in the union contract, adopting the single SOM rate would require the one administrative person enrolled in the union plan to have a higher employee payroll deduction. He suggested that when the union plan (HMO 100%) is no longer available, the State of Michigan approved limits would be adopted for administrative single coverage as well.

Nedow also provided an analysis how much additional cost the Road Commission would absorb for implementing this suggestion and that there are no additional hidden costs associated with this course of action. Wagner and Johnson also offered their thoughts as to why they support the proposal.

Motion by Calhoun, supported by Popa, that effective December 1, 2016 to adopt the annual published State of Michigan House – House Bill 152 health insurance limits for two person and family coverage only for administrative employees as of December 1, 2016. In addition the State limit for administrative – single coverage will apply when the current union health insurance plan (HMO 100%) is no longer offered.

Joyce stated that while he is aware that health insurance costs have been rising, he would prefer to have the opportunity to study the proposal before rendering a decision.

Ayes: Calhoun and Popa. Nays: None. Joyce did not respond. Motion is adopted.

Introduction of proposed 2017 Road Commission budget:

Nedow distributed copies of the proposed 2017 budget for Board members to review. He then provided a brief summary how the major revenue and expenditure categories were created and compared them to the 2016 approved budget. As the budget public hearing is scheduled for 1:30 p.m. during the December 6, 2016 regular meeting, he offered to answer any questions about the budget between now and then.

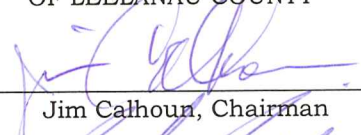
Joyce stated that he would not support a capital acquisition expenditure for heavy trucks that include a pre-wet system and would prefer the budgeted money for this line item be shifted to purchasing attachments for the proposed skid steer unit. Wagner asked Joyce to meet with him at any time convenient to discuss why he would prefer not to pursue installing a pre-wet system on our fleet trucks.

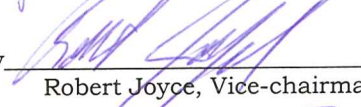
Public Comment: Leelanau County Board of County Commissioner Ty Wessell thanked the Board for their efforts in resolving the Omena Point request.

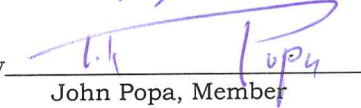
Commissioner comments: None.

With no more business to conduct, Calhoun adjourned the meeting at 2:07 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By  _____
Jim Calhoun, Chairman

By  _____
Robert Joyce, Vice-chairman

By  _____
John Popa, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 12:00 p.m. on Tuesday, December 6, 2016 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman Robert Joyce, Member John Popa, Managing Director Dan Wagner, Maple City Foreman Gino Grimaldi and Finance Manager-Secretary to the Board Joe Nedow. Guests were present.

Vouchers 39303 thru 39332 in the amount of \$213899.80 were approved for payment.

Minutes from the November 22, 2016 regular meeting were approved as presented.

Agenda: Approved as presented.

Public Comment: None.

Correspondence:

-Letter dated November 30, 2016 from TART Executive Director Julie Clark asking the Road Commission for permission to store their trail grooming equipment at the Suttons Bay garage (but not in any building) and ability to purchase a small quantity of fuel from our fuel depot.

Wagner stated that subsequent investigation found that TART does not currently have sales/gas tax exemption status and therefore does not meet our requirements to purchase fuel at our facility. TART Representative Pete Ostrowski (who was in attendance) added that the request to store trail grooming equipment at the Suttons Bay garage makes sense due to our proximity to the trail. Doing so would also eliminate a possible safety concern with moving the equipment along a county road whenever grooming is needed. Wagner stated that TART will provide the Road Commission the necessary documentation and insurance coverage indemnifying the Road Commission from any liability associated with storing the equipment on our property.

No objections were offered and Ostrowski was granted permission to proceed.

-Email/letter dated December 2, 2016 from Leland Township resident Allan McKisson asking the Board for relief from the Road Commission's commercial driveway standards for Terrance Court in the village of Leland. In an email to the Board, Engineer Johnson explained that McKisson applied for a land division approval for a parcel on Terrace Court, a private road serving approximately twenty buildable lots this fall. This private road provides access to the maintenance buildings and facilities owned by the Leland Country Club and Johnson categorized this private road as a combination commercial and multi-residential use which was built prior to when the Road Commission developed our existing commercial driveway standards. Since the land division is creating an additional lot, the current Road Commission "County Right-of-Way Standards" as revised 3-2-2016 requires upgrading the existing drive approach as well as posting escrow funds to ensure completion of the improvements. Johnson also wrote that the land division had been issued and escrow funds received from McKisson.

McKisson then addressed the Board. He noted that as the Terrace Court Association, formed in the 1980s to maintain the road no longer exists today that preliminary estimates are as high as \$15,000.00 to build the improvements due to the complexity of the project. As such, it is his opinion that asking him to shoulder the entire cost of the improvements is not equitable when there are only three residents who live there permanently. He is therefore asking the Board for relief from having to make these improvements.

While each Board member acknowledged McKisson's situation, all agreed that granting an exception to the Road Commission's commercial driveway standards is not warranted.

Manager's reports:

-Announced MDOT is planning to undertake two major projects on M-22 in 2017. One of the plans is to complete approximately 700 joint repairs in the concrete section of M-22 south of Suttons Bay and north of Lakeview Road with work commencing after Labor Day and wrap up in November 2017. The other is to do work on M-22 between M-204 and Thoreson Road which is still on track for next year.

-Wagner has been assisting the Kasson Township Supervisor to establish a street light at the M-72/CR-667 intersection. He has also reached out to MDOT's regional Traffic and Safety Engineer regarding this same intersection.

-He is working on a grant application through the Federal Land Access Program (FLAP) which could pay for some of the work needed on CR-669 north of M-22 is due next week.

2017 cab & chassis bids:

One bid was opened and read aloud earlier in the day; Grand Traverse Diesel Service of Traverse City Michigan submitted the lone bid for two Western Star model 4900 SB cab & chassis quoted at \$121,000.00 each with an expected delivery of 90 – 120 days from order.

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

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

Appointments: 1:30 p.m. public hearing: 2017 Road Commission budget:

At 1:35 p.m. Calhoun opened the public hearing to hear comments regarding the proposed 2017 Road Commission budget. Nedow provided an update on two line items that were updated; Winter Snow funds and MDOT-Trunkline Audit Refund which increase revenues by \$26,000.00. No other changes are proposed. Joyce stated he met with Wagner earlier to discuss pursuing a pre-wet system on the new trucks. While he stated he is not convinced the Road Commission should commit \$20,000.00 to installing this system on our new trucks, he acknowledged he would support installing it on one truck on a trial-basis. Questions were also asked about storing the salt solution and whether there is sufficient funds budgeted to accommodate other costs associated with this operation.

There was no public present for the public hearing.

No written comments, for or against were received regarding the budget.

Calhoun then closed the public hearing at 1:45 p.m. and returned to open session.

Request to make voluntary additional pension payment to MERS of Michigan:

Based on his year-end cash projections, Nedow asked the Board if they would be willing to make an additional \$150,000.00 voluntary payment to the Road Commission's defined benefit pension custodian (MERS of Michigan) before year-end. As this payment is not budgeted, Nedow asked the Board to adopt two motions: the first updating the Road Commission's 2016 budget and a second authorizing the payment.

Motion by Popa, supported by Joyce, to increase the Road Commission's 2016 Expenditure budget for "Fringe and Insurances" by \$150,000.00.

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

Motion by Popa, supported by Joyce, authorizing Nedow to make an additional voluntary \$150,000.00 payment to MERS of Michigan before December 31, 2016.

Public Comment: None.

Commissioner comments: None.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

Jim Calhoun
By _____
Jim Calhoun, Chairman

Robert Joyce
By _____
Robert Joyce, Vice-chairman

John Popa
By _____
John Popa, Member

Attest: *Joel T. Nedow*
Joel T. Nedow – Secretary to the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, December 20, 2016 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman Robert Joyce, Member John Popa, Managing Director Dan Wagner, Engineer James C. Johnson and Finance Manager-Secretary to the Board Joe Nedow. Vice-chairman Robert Joyce was absent. Guests were present.

Vouchers 39333 thru 39382 in the amount of \$224,807.92 were approved for payment.

Minutes from the December 6, 2016 regular meeting were approved as presented.

Agenda: With Joyce absent, Popa asked that the discussion to increase the Road Commission Board to five members be postponed until the January 3, 2017 strategic planning session. Calhoun agreed and the agenda was modified.

Public Comment: None.

Correspondence:

-Email with photos sent to Popa dated December 13, 2016 from Bingham Township resident Barbara Platts concerning snowplowing on the Boon-Aire cul-de-sac. Platts provided photos showing where the plow truck had not widened the driving lane after a recent heavy snowfall. She also complained about the lack of adequate snow removal from the road end over the past few years.

Wagner stated that after receiving Platts' message he visited the site the following day and found that Priest had already rectified the problem and had taken steps to prevent this from happening again in the future. But because of the nature of how the cul-de-sac is plowed, little can be done to prevent snow from being piled up in the Platts' driveway whenever the plow truck goes thru. As such Wagner stated he had told Platts that the Road Commission is satisfied how the cul-de-sac is being plowed and that no further corrective action is required.

Appointment:

At 1:10 p.m. the Board met with Traverse Transportation Coordinating Initiative (TTCI) representative Michael Woods. Woods explained the purpose of TTCI, formally TC-TALUS is now the coordinating body for regional transportation planning throughout the Traverse City Urbanized Area and is the only State recognized planning group in which MDOT, road commissions, transit and municipalities within the federally designated urbanized area convene and coordinate federally funded transportation projects. In addition, TTCI is expected to transition into a fully functional Metropolitan Planning Organization (MPO) by the year 2020. MPO's coordinate planning and act as a fiscal agent for transportation projects of regional significance within the recognized urban area. Continued membership and participation in the TTCI from local municipalities will ensure a more local focused work plan going forward, rather than receiving work items solely from Lansing. Woods provided a one page summary of activities that have occurred since fiscal year 2016. After asking several questions, the Board thanked Woods for his presentation.

Manager's reports:

-Work crews have been primarily occupied with winter road maintenance with the change in weather earlier this month.

-Wagner announced completing and submitting a FLAP grant application. If selected, we are looking at \$225,000.00 in grant assistance to help offset the cost to some of the work needed on CR-669 north of M-22.

-Wagner has also been in contact with County Drain Commissioner Christensen regarding the possibility of establishing a drainage district for the Schomberg Road area. If necessary, this will be very time consuming and costly exercise for both agencies. Current efforts to enlist the support of a key property owner to establish a drainage easement through their property could negate the need to establish the district.

-Tentatively scheduled the next quarterly strategic planning meeting for January 3, 2017 following the conclusion of the organizational meeting.

Request to adjust 2016 Road Commission budget-Year end:

Motion by Popa, supported by Calhoun, to adjust the 2016 Road Commission budget as follows:

Revenues: Increase Snow Removal Funds by \$7,100.00; increase State Trunkline-Routine by \$80,000.00; increase State Trunkline-TWA by \$10,000.00; increase Permits & Fees by \$2,000.00 and increase Gain on Aggregate by \$5,000.00.

Expenditures: Increase Primary Road-Heavy Maintenance by \$100,000.00; increase Local Road-Heavy Maintenance by \$300,000.00; increase Local Road-Routine by \$150,000.00; increase State Trunkline Routine by \$80,000.00; increase State Trunkline TWA by \$10,000.00; decrease Capital Outlay by \$50,000.00; increase Fringes/Insurance by \$25,000.00 and increase Administrative Expense-Net by \$15,000.00.

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

Resolution 16-06: adopt 2017 Road Commission budget:

Nedow stated that as cab & chassis and truck equipment prices are now known, he had updated the Capital Outlay budget to reflect this as well as including the Maple City salt shed roof replacement postponed until 2017. The Routine Maintenance lines were also adjusted so that the same total expenditures proposed in earlier revisions remained the same.

Motion by Popa, supported by Calhoun to adopt Resolution 16-06 which reads as follows:

BE IT RESOLVED, that a public hearing was held on December 6, 2016 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 \$7,071,550.00 and total expenditures as \$7,032,500.00, 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, 2017.

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

2017 Road Commission Budget Summary

Beginning cash at 1-1-17: \$350,000.00 (Estimated)

REVENUES		EXPENDITURES	
<u>Transportation Funds:</u>		<u>Primary Roads:</u>	
Engineering	\$10,000.00	Heavy Maintenance	\$500,000.00
Primary Roads	\$2,277,500.00	Routine Maintenance	\$1,370,000.00
Local Roads	\$1,181,300.00		
Primary Roads-Urban	\$67,700.00	<u>Local Roads:</u>	
Local Roads-Urban	\$21,700.00	Heavy Maintenance	\$650,000.00
Snow Removal Funds	\$190,000.00	Routine Maintenance	\$1,630,000.00
Forest Road Funds	\$39,800.00		
State Maintenance	\$675,000.00	State Maintenance	\$675,000.00
State – TWA	\$21,000.00	State – TWA	\$21,000.00
State – Audit Refund	\$130,000.00	Capital Outlay-Net	\$850,000.00
Taxes Receivable	\$1,214,000.00	Equipment Exp – Net	\$50,000.00
Salvage Sales	\$2,500.00	Fringes & Insurances	\$1,073,100.00
Contributions: Other/public	\$35,000.00	Administrative Exp – Net	<u>\$213,400.00</u>
Sale of Federal Aid	\$368,250.00		
Permits & Fees	\$25,000.00		
G/L on Disposal of Equipment	\$60,000.00		
Interest Earned	\$1,800.00		
Allowance-Depreciation	\$725,000.00		
Gain on Aggregate	<u>\$26,000.00</u>		
Total Revenues:	\$7,071,550.00	Total Expenditures	\$7,032,500.00
		Estimated ending fund balance at 12/31/17:	\$389,050.00

2017 truck equipment bid:

One bid was opened and read aloud earlier in the day; Truck & Trailer Specialties of Boyne Falls Michigan submitted the lone bid to equip two cab and chassis tandem axle plow trucks. The bid is as follows:

-Furnish and install dump box, hoist, tarp system, hydraulic System, fuel and oil tanks, lights and snowplow hitch:	\$61,586.00
-Furnish and install underbody scraper and circle:	9,883.00
-Furnish and install patrol wing:	12,695.00
-Furnish and install Brute slip-in sander with cross Auger and spinner assembly:	18,545.00
-Furnish and install pre-wet system designed for slip-in V-box spreader:	<u>6,693.00</u>
Total for each truck:	\$109,402.00

Delivery date: 240 days worst case from order date:

Option: Add front plow angle valve section added, plumbed to Front bumper, bulkhead fittings and capped off, including Adding a Apsco in-cab controller: \$1,195.00 for each truck

Wagner provided a written recommendation asking the Board to accept Truck & Trailer Specialties bid.

Motion by Popa supported by Calhoun directing staff to review the bid to ensure that all specifications and requirements have been met and to award the bid to Truck & Trailer Specialties of Boyne Falls Michigan if doing so would be in the best interests of the Leelanau County Road Commission. Ayes: Calhoun and Popa. Nays: None. Absent: Joyce - Motion is approved.

Request to modify/update Road Abandonment Procedure& petition form:

Wagner reported Johnson had recently attended a seminar that included the proper process for abandonment of right of way procedures that conforms with current state law. As a result, Johnson is recommending modifying how we had been approaching this historically. These changes include:

- No need to differentiate between roads with or without structures present along the road when presenting a petition.
- A clarification that only freeholders (landowners) of the Township may sign the petition.
- Recognition that abandonment of a road must be initiated by a petition of freeholders and not by the Road Commission.
- Include a place on the petition for email address of the petition signers.

Johnson also provided a revised document that includes his recommended changes.

Motion by Popa, supported by Calhoun to adopt the revised "Petition to Abandon A County Road" petition as presented. Ayes: Calhoun and Popa. Nays: None. Absent: Joyce. - Motion is approved.

Review proposed changes to Seasonal Road list:

Johnson provided a list of proposed changes to the Seasonal Road System for the Board to review. Calhoun recommended waiting until the next meeting to discuss with Joyce absent and also suggested that Popa could meet with staff after the meeting to discuss any questions or comments he may have. Further discussion was tabled until next meeting.

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

Wagner introduced this policy for the Board members to review and stated this item will be on the January 3, 2017 agenda.

Public Comment: Leelanau County Board of County Commissioner Wessell offered his thanks to the road crew for keeping our roads in good shape this winter.

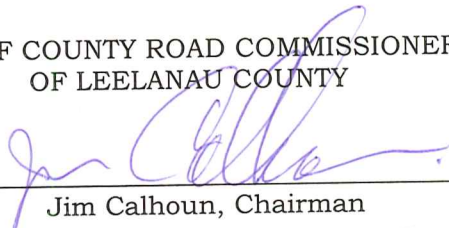
Commissioner comments:

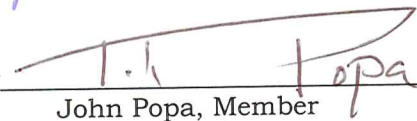
Calhoun asked Popa to notify Nedow if he is planning on attending a county-related function so that Nedow can post a Notice of Quorum notice in the event two or more Road Commissioners might be present.

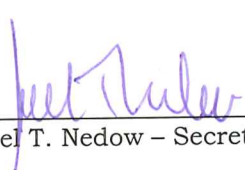
Popa: At the December 13, 2016 Leelanau County Board of Commissioners-Executive Committee meeting, he asked the County to appoint a committee to study the feasibility of increasing the number of Road Commissioners from three to five members and to review the Road Commissioner compensation package (including health benefits) which he feels should be adjusted.

With no more business to conduct, Calhoun adjourned the meeting at 2:22 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By  _____
Jim Calhoun, Chairman

By  _____
John Popa, Member

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