

January 2, 2018

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 2, 2018 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 and Finance Manager/Secretary to the Board Joe Nedow. One guest was present.

Nedow called for nominations for Chairman.

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

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

Nedow then turned the meeting over to Calhoun.

Popa asked that instead of individual motions for the remaining positions (Vice-chairman, Managing Director, Secretary to the Board and Board), could one motion be made that would cover the remaining appointments. Nedow stated the adopted Board rules do not necessarily rule this out but suggested continuing the past practice of having separate motions.

Nominations for Vice-chairman:

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

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

Staff appointments:

Managing Director:

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

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

Secretary to the Board:

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

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

2018 Meeting Schedule:

Motion by Joyce, supported by Popa, to set the 2018 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: Calhoun, Popa and Joyce. Nays: None. – Motion approved.

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

Agenda: Approved as presented.

Vouchers 40345 thru 40373 in the amount of \$200,403.09 - approved for payment.

Minutes from the December 19, 2017 regular session – approved as presented.

Public Comments: None.

Correspondence: None.

Appointments: None.

Management Reports:

Heard report from Wagner and a brief report from Nedow.

Popa asked Wagner several questions regarding implementation and capabilities of the new GPS tracking software upgrade the Road Commission is acquiring.

Follow-up: Gills Pier Ranch/Commercial driveway application and request for relief:

No action taken; Staff is still in the process of investigating the matter further before making a recommendation to the Board on how to respond to the request.

Public Comments: None.

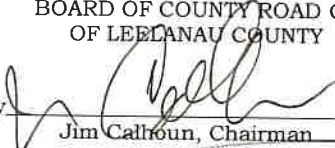
Commissioner comments:

Joyce questioned why whoever was covering this past weekend dispatched a limited number of trucks to deal with blizzard conditions instead of the entire road crew. Comments were also offered by Popa and Calhoun.

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


(Note: 2018 IRS approved vehicle mileage rate is \$0.545)

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By  _____
Jim Calhoun, Chairman

By  _____
John Popa, Vice-chairman

By  _____
Robert Joyce, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, January 16, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as presented.

Vouchers 40376 thru 40407 in the amount of \$105,374.42 - approved for payment.

Minutes from the January 2, 2018 regular meeting - approved as presented.

Public Comments: Ty Wessell District #4 – Leelanau County Board of Commissioners extended his thanks for the excellent job the road crews are doing keeping county roads plowed this winter.

Appointments: None.

Communications: A letter, dated January 2, 2018 from the County Road Association of Michigan asking the Board to cast a ballot for a Board of Directors – Northern Michigan Association of Road Commissions position. Wagner recommended supporting the lone candidate on the ballot, Douglas Robidoux of Mason County who he felt has done a good job representing our interests.

Motion by Popa, supported by Joyce directing staff to vote for Douglas Robidoux of Mason County for the CRA Board of Directors’ – Northern Michigan Association of Road Commissions.

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

Management Report - Wagner:

-Wagner reported the Fleet Manager recently purchased several sets of ice blades that were installed on a handful of our trucks to peel accumulated ice off several county roads.

-Long time Suttons Bay employee Ron Howard will be retiring from the Road Commission on January 19th.

-Expressed his appreciation to Maple City employee Troy Hinds for stepping up while Maple City Foreman Gino Grimaldi was out on medical leave.

Heard brief reports from Priest and Johnson. Popa asked several questions related to the performance of the ice blades.

Kirk Eckerle-Davis Road right of way incursion:

Wagner reported efforts to contact Eckerle to schedule a meeting with the Road Commission have been unsuccessful. No further action was taken.

Chris Butz-Gills Pier Ranch: staff recommendation for request for relief from commercial driveway standards CR-616:

In a memo to the Board, Johnson stated that after a careful review of the Solon Township Planning Commission site review minutes, a discussion with the Solon Township Zoning Administrator, and a further discussion with the Cedar Fire Chief, Johnson concluded this business will not be generating a high traffic volume nor will it generate large truck traffic. The anticipated daily, weekly and monthly traffic level provided by the applicant will be roughly the same as we expect (based upon studies by the Institute of Traffic Engineers) for a single family residence (average ten trips per day). On this basis, it appears that a normal residential driveway would provide adequate function for this intended use.

However, the Fire Chief has indicated his requirement that adequate space and foundation be provided for fire and rescue vehicles to enter the facility and maneuver on site. Combining this concern with the anticipated limited traffic flow to and from the site, Johnson concluded that a 24 foot wide driveway with a minimum six inches of compacted 22A gravel surface would be adequate to meet these needs, and there is no need for a paved surface or curb and gutter at this time unless traffic movements exceed the ten trips per day threshold.

Therefore, Johnson’s recommendation to the Board is to authorize staff to issue a revised permit for this facility to construct a driveway in accordance with the attached sketch #3. This permit will be revocable if the site traffic exceeds ten trips per day or includes a significant amount of large truck traffic, at which time the applicant will be required to construct a driveway to conform to our commercial driveway standards. He is also recommending that we request Solon Township to include this requirement in their approval of the proposed use.

Motion by Popa, supported by Joyce to authorize staff to issue a permit for Gills Pier Ranch to construct a 24 foot wide gravel surfaced driveway approach at 5804 Hoxie Road, in accordance with the Road Commission Standard Sketch #3. Driveway will provide access to a 120 acre shooting and hunting preserve. This permit will be revoked if the site traffic exceeds 10 trips per day or includes a significant amount of large truck traffic, at which time the applicant will be required to construct a paved commercial driveway approach. The Leelanau County Road Commission hereby requests that Solon Township include this requirement in their approval(s) for the proposed use. The Board also hereby authorizes staff to return the escrow deposit funds that were furnished in conjunction with this permit request upon completion of driveway construction consistent with Sketch #3

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

Recommendation by Manager to accept Gosling Czubak Engineering Sciences engineering proposal to design CR-669/Shalda Creek project:

In a memo dated January 11, 2018 Wagner informed the Board that upon receiving notification that the FLAP grant application for the CR-669/Shalda Creek crossing project was awarded, staff met with representatives from Gosling Czubak Engineering who had worked with Cleveland Township to study the flow of Shalda Creek and the surface water elevation of Little Traverse Lake.

Gosling Czubak prepared a not to exceed estimate to design construction plans for this project that totals \$52,870.00. Because of the nature of the grant award, the Road Commission will be expected to contribute \$125,000.00 funding which the design proposal would be applied against.

Joyce asked why this proposal is necessary given that the Road Commission has two licensed engineers on staff. Wagner stated that he and Johnson do not have the expertise necessary address the unique aspects of this project, especially the hydraulic analysis and bridge requirements. Joyce then stated he had worked with Gosling Czubak while working for the Village of Suttons Bay and that he would be comfortable with accepting their proposal.

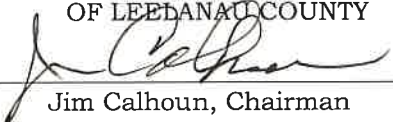
Motion by Joyce, supported by Popa to authorize the Manger to accept the Gosling Czubak Engineering Sciences proposal in the amount not to exceed \$52,870.00 for the Shalda Creek crossing project.
Ayes: Calhoun, Popa and Joyce. Nays: None. - Motion is approved.


Public Comments: None.


Commissioner comments: None.

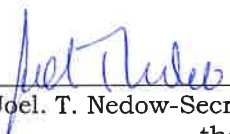
With no more business to conduct, Calhoun adjourned the meeting at 1:23 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEEBANAU COUNTY

By  _____
Jim Calhoun, Chairman

By  _____
John Popa, Vice chairman

By  _____
Robert Joyce, Member

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

January 16, 2018

A **special** meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:35 p.m. on January 16, 2018 at 10550 E. Eckerle Road, Suttons Bay Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. No guests were present.

Agenda: Approved as written.

Public Comment: None.

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

-Lighted signs: should the Board consider a policy regarding flashing lighted signs. Wagner reported that the Road Commission staff has received a handful of requests to install lighted signs including those that display vehicular speed similar to the unit installed near Munson Hospital on Front Street in Traverse City.

-Winter maintenance of roads not designated as Seasonal that currently are not maintained in the winter: Staff has received a handful of requests regarding winter maintenance on roads such as those on Omena Point that are not designated as seasonal roads but are too narrow or restricted to allow our trucks to provide snowplowing service on them. Popa asked if we should pursue obtaining a legal opinion as to what our possible exposure could be in the event we receive a request to provide winter service. No objections were offered to his suggestion.

-Consider appointing a new representative to the County Parks & Recreation Committee: Popa had recently asked if Calhoun or Joyce would consider replacing him on this committee. Calhoun stated his and Joyce's work schedule would not permit either of them to attend additional meetings, and he asked Popa to wait until the two new Road Commission Board members have been added to the Board next January.

-Consider selecting townships for the Commissioners and Staff to meet with and provide overview/handout: No action taken: Calhoun stated this subject would be addressed at a later time.

-Consider abandoning roads not deemed in the best interests of the Leelanau County Road Commission to retain: introduced during the October 3, 2017 work session, Wagner provided two lists of roads; roads removed from the Road Commission's Certification Maps in December 2015 and other roads which the Board may wish to consider abandoning. Instead of utilizing the printed material provided by Wagner, the Board expressed their preference to schedule a spring road tour (limited to the roads proposed to be abandoned) so that they can see each site in person before making a decision.

Wagner stated he will continue his efforts on other older topics discussed and provided a brief status update on open items.

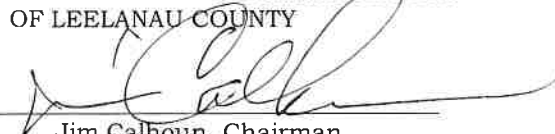
Public Comment: None.

Commissioner comments: None.

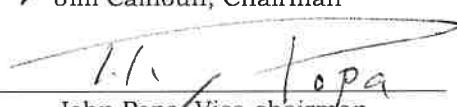
With no more business to conduct, Calhoun adjourned the special meeting at 2:14 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY


By


Jim Calhoun, Chairman


By


John Popa, Vice-chairman

By


Robert Joyce, Member

Attest:


Joel T. Nedow-Secretary to the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, February 6, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as presented.

Vouchers 40408 thru 40431 in the amount of \$87,514.64 - approved for payment.

Minutes from the January 16, 2018 regular meeting - approved as presented.

Public Comments: None.

Communications: None.

Management Report - Wagner:

-One of our plow drivers took evasive action to avoid a head-on collision with a car that was traveling at him out of control, forcing the truck into a ditch. Our driver was not injured nor was the Road Commission heavy truck damaged.

-On February 13th Wagner and Nedow will be going before the Leelanau County Board of Commissioners Executive Committee to ask them to place our road millage ballot renewal request on the August 7th primary ballot.

-Mike Phillips from MCRCSIP made a loss prevention inspection of both garages and offered a glowing report on the condition of both facilities.

Heard brief reports from Priest and Johnson.

Appointments: At 1:15 p.m. the Board met with Kirk Eckerle to continue a discussion from when Eckerle approached the Board at their December 5, 2017 meeting regarding a fence that he had constructed at the Davis Road-Putnam Road intersection. At that time, Eckerle had stated that he had been notified by the Road Commission that a portion of the fencing and posts are within the road right of way would need to be removed. At that time Eckerle asked for proof supporting that the right of way is where the road had been constructed and not elsewhere (further west along the parcel's NW boundary lines at the intersection of Davis and Putnam Roads) as he claims it should be. Eckerle reiterated his position that if the right of way follows the centerline of the road it would land-lock a property owner whose property line would start beyond the right of way on the opposite side of the road.

Further discussion ensued that included a brief five minute recess. After reconvening the meeting, Popa and Calhoun informed Eckerle that in their opinions, the road right of way is based upon where the centerline of the road now exists and anything placed within thirty-three feet of the centerline needs to be removed. Joyce stated that he agrees with Eckerle's opinion that recognizing the road where it exists would potentially land-lock the parcel across the road. Calhoun said that he had inspected the site earlier and concluded that eight posts within the road right of way on the parcel's corner would need to be removed. When Calhoun asked Eckerle if he wanted the Road Commission to remove the posts, Eckerle declined and replied that he "would take care of it".

Proposal to change dental plans from MetLife to The Standard effective March 1, 2018:

Because MetLife dental insurance premiums are increasing by 4.0% on March 1st, Nedow had asked the Road Commission's insurance agent to search other carriers to locate a plan offering lower monthly premiums with the same level of dental benefits we currently have. Agent Barry Riske of Riske-Brown and Associates found a plan offered by The Standard that meets these criteria. The union agreement requires both parties (Road Commission Board and bargaining unit) to jointly choose the carrier and plan. A memo explaining the proposal was presented to the union stewards a few weeks ago, generating interest from the bargaining unit and from staff.

Nedow also explained that because the renewal date of the existing MetLife plan is March 1st, there is a narrow window in which to implement a new plan. Because time is of the essence, Nedow asked the Board to adopt a motion tentatively agreeing to implement the new dental plan during today's meeting in the event the union membership also agrees to the change.

Motion by Popa, supported by Joyce authorizing staff to switch dental insurance carriers from MetLife Dental to The Standard effective March 1, 2018 and to enroll in a plan that offers the same level of coverage provided the bargaining unit agrees to the change.

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

Nedow also provided copies of a year-end unaudited financial summary report and schedules for the Board to review.

Introduce: draft Purchase Policy:

Wagner introduced a draft Purchase policy for the Board to review.

Motion by Joyce, supported by Popa to adopt the proposed Purchase Policy as presented by Wagner.
Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Introduce: draft of Winter Maintenance on Unimproved Roads policy:

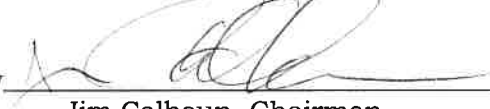
Wagner stated that he had submitted the draft to legal counsel for their review and comment. Until then, he is recommending that no action be taken at this time.


Public Comments: Lake Leelanau resident Bruce Price offered comments CR-641 snowplowing and other matter pertaining to his property on the corner of CR-641/Eagle Highway intersection.

Commissioner Comments: Popa stated that he too is planning on attending the February 13, 2018 Leelanau County Board of Commissioners – Executive Committee meeting when staff will be asking the Board to include the road millage renewal request on the August 7, 2018 primary ballot.

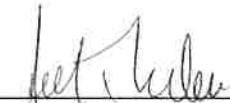
With no more business to conduct, Calhoun adjourned the meeting at 2:07 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
John Popa, Vice chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, February 20, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent Dave Priest, Maple City Foreman Gino Grimaldi and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as presented.

Vouchers 40432 thru 40473 in the amount of \$148,684.18 - approved for payment.

Minutes from the February 6, 2018 regular meeting - approved as presented.

Public Comments: None.

Communications: None.

Appointment: At 1:05 p.m. the Board met with Rehmann Assurance Manager Will Love to discuss how the 2017 financial audit will be conducted. Love stated that in order to determine if the year-end financial records accurately reflect the Road Commission's financial position, he and his assistant will be reviewing and testing various financial documents to determine if internal controls are sufficient to render an opinion.

Management Report - Wagner:

-Staffing: new employee Dan Abfalter (mechanic Suttons Bay garage) started in early February, and Bart Larson and Joshua Gray (road crew Suttons Bay garage) also started this week. Zack McFarlane announced he will be resigning his position at the Road Commission effective the first week of March.

-The Leelanau County Board of Commissioners unanimously supported our request to place the millage renewal on the August 2018 primary ballot.

-On Monday Wagner received bids for four MDOT TWA projects and supplied MDOT with the bid tabs and recommendations for award. Wagner will be working on paperwork to formalize the agreements.

-Reported the union membership agreed to Nedow's recommendation to go with a new dental insurance carrier/plan, with the new policy starting March 1st.

Heard brief reports from Priest and Grimaldi.

Johnson reported spring seasonal weight restrictions were imposed starting Monday due to recent warm temperatures.

Introduce: draft of Winter Maintenance on Unimproved Roads policy:

No action taken, pending review by Road Commission's legal counsel and insurance carrier.

Offer to extend 2017 asphalt paving prices into 2018:

In a written recommendation to the Board, Wagner stated early indications that asphalt prices are expected to rise this coming season. In an effort to capitalize on the favorable pricing we received in 2017, staff asked Elmers Crane & Dozer if they would consider extending their bid pricing for 2018.

The bid amounts listed for our 2017 projects varied by project and scope but staff determined that it would be in our best interests to use the \$51.01/ton price charged for our CR-640 project for all our 2018 paving projects.

Motion by Joyce, supported by Popa to authorize the Manager to accept Elmer's Crane & Dozer, Inc.'s 2017 pricing for CR-640 (\$51.01 per ton) for our 2018 paving projects.

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

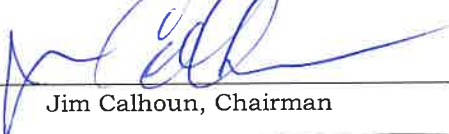
Public Comments: None.

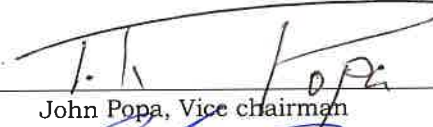
Commissioner Comments:

Topics discussed: Wagener's presentation to the Leelanau Rotary group; upcoming Paul Bunyan Council meeting this Thursday in Cadillac; and a mass casualty exercise scheduled for June 6, 2018 by the Sheriff and how the Road Commission is expected to participate.


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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
John Popa, Vice chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, March 6, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as presented.

Vouchers 404744 thru 40505 in the amount of \$217,094.09 - approved for payment.

Minutes from the February 20, 2018 regular meeting - approved as presented.

Public Comments: None.

Communications:

-Email dated February 26, 2018 from Barry Mazurek to Wagner voicing concerns about the poor condition of Popa Road which is located in Solon Township. Mazurek stated the road is breaking up in several places and that the narrow width too restrictive to allow safe passage for vehicles traveling the opposite direction. He closed his letter by asking if anything could be done to improve the road. Wagner explained that the Road Commission had replaced two deteriorating culverts there three years ago, but plans to resurface the road fell thru when Solon Township had to divert their share of the paving project to repair flood damage at Vlack Park. Wagner reported making contact with Solon Township representatives and learned the Township is still interested in resurfacing Popa Road and that the Township may have funds available in their fiscal year 2018 budget to pledge to this project. Wagner also stated that he had contacted Mazurek to let him know this project is still on our radar but nothing is expected to happen until Solon Township has matching funds available.

Popa voiced his opinion that this road is in dire need of fixing now and that the Road Commission should proceed with a project this summer even if Solon Township does not have the funds at this time but could contribute their share (50% of the cost) when funds become available in the future. Joyce disagreed, stating he would prefer to follow the Road Commission's past practice of waiting until a Township has matching funds available before committing to a project. Calhoun stated he too agrees with Joyce's preference.

-Letter dated February 20, 2018 from Thurlow McClellan, Tribal Chairman Grand Traverse Band of Ottawa & Chippewa Indians asking the Road Commission to finalize a pending right-of-way permit application for installing fiber optic cabling. Johnson drafted a response letter to McClellan and Charles Stewart, GTB Economic Development Authority listing Johnson's correspondence with Stewart over the past several months that concluded with Johnson requesting copies of design plans that would enable him to issue the permit.

Management Report - Wagner:

-Quarterly strategic planning sessions: Due to a variety of reasons, Wagner is recommending that we suspend holding these special meetings and that he will introduce new topics to the Board during regular session.

-Bids to install a new generator at the Suttons Bay garage were opened and read last Friday. Wagner will have a recommendation later in the meeting.

-Upcoming township annual meetings: Wagner had sent a schedule of the upcoming annual meetings to each commissioner. He will be attending the Cleveland Township annual meeting mainly to discuss the upcoming CR-669 FLAP grant project as well as meeting with the Elmwood Board in April.

Johnson reported he and Wagner had attended a recent MDOT sponsored meeting in Gaylord with the discussion focusing on the pitfalls of administering federally funded projects with the emphasis on urban social engineering and documentation. He expressed his opinion that the excessive administrative requirements affirm the past practice of selling our STP Rural Federal Aid.

Appointment:

At 1:10 p.m. the Board met with Grand Traverse Band representatives John Petoskey and George McClellan II to discuss status of right-of-way permit application. Petoskey stated he and McClellan are here to discuss in person how best to move forward that would result in the Road Commission issuing their permit in time for their April 2018 construction date. Petoskey stated that while the GT Band could have run their fiber optic cabling along the M-22 and M-204 corridors, they would prefer to run their line across M-72 and up Bugai Road which they feel is more direct. While Petoskey did offer a media storage device with the design drawing Johnson had asked for, he also mentioned additional items that they would like resolved, including instructions where they can bury their line in the road right-of-way without interfering with other utilities; information as to why the Road Commission is requiring their line be buried twenty feet deep instead of four when crossing a river or stream; and how to proceed in those places where there is insufficient right of way available to keep outside the prohibited area next to pavement. McClellan stated that until these matters are settled, it would be pointless to provide over 300 pages of drawings that would need to be revised.

As to the first question, Johnson informed McClellan that the aerial photos are helpful, design plans are needed before exact locations can be identified. As for the second question, Johnson informed Petoskey and McClellan that in July 2015 the Board adopted a policy mandating a twenty foot depth wherever a utility line crosses a stream or river. This requirement would prevent having to dig up and relocate the lines should there be construction activity that would require the installation of sheet piling driven into the ground where their lines are buried which would be more costly. As for those places where they may need to dig close to pavement to physically locate existing buried utilities, Johnson stated a different set of requirements would apply and the permit language would need to be updated accordingly. Johnson concluded the discussion by stating it would not take long to update the application and issue the permit. Johnson also pointed out that the Road Commission recently revised our permit fee structure to include fees for issuing public utility permits and would apply to any application not administratively complete by December 1, 2017.

Recommendation to award Suttons Bay generator bid:

Wagner pointed out this project has been pending for several years and that we had included \$40,000.00 in this year's Capital Acquisition budget for this project. The initial bid specifications called for a natural gas fueled generator but were revised to include diesel powered units due to bidders expressing their concerns that the existing gas service is under-sized.

After much consideration and discussion with supervisory staff, it has been unanimously agreed that diesel would be the preferred fuel source. As such, Wagner is recommending accepting the bid from Shoreline Power Services for \$50,436.00. Grand Traverse Diesel Service Sales Manager Dan Walters, who is supplying the generator to Shoreline, gave a brief summary how the installation is expected to be conducted and how the equipment operates. Wagner's recommendation also included two sample motions; one to accept the Shoreline bid and a second to amend the 2018 Capital Acquisition budget to reflect the difference in bid price and budgeted amount (\$40,000.00).

Motion by Joyce, supported by Popa, to authorize the Manager to accept the Shoreline Power Services Inc. proposal of \$50,436.00 to supply and install a generator at our Suttons Bay facility.
Ayes: Calhoun, Popa and Joyce. Nays: None. - Motion is approved.

Motion by Popa, supported by Joyce, to amend the 2018 Capital Acquisition budget, to increase the Suttons Bay generator budgeted line from \$40,000.00 to \$50,500.00.
Ayes: Calhoun, Popa and Joyce. Nays: None. - Motion is approved.

Motion to re-affirm Board intent: Escrow Fees as part of Permit Fee Schedule:

Johnson explained that when the Permit Fee Schedule was updated last fall, the escrow deposit amounts presented on the proposed revised schedule were misstated as previous lesser amounts and the mistake was not discovered until recently. To correct this oversight, the Board is being asked to adopt a motion re-affirming what the draft should have stated.

Motion by Popa, supported by Joyce, to correct an error in the reference document provided by staff to the Board for the November 21, 2017 motion to adopt a new Permit Fee Schedule. As it was never the intent of the staff recommendation to reduce the escrow deposits required for HMA paving and/or curb & gutter the Board hereby determines the escrow deposit requirement shall remain at \$6,000.00 each as originally adopted on March 7, 2017.
Ayes: Calhoun, Popa and Joyce. Nays: None. - Motion is approved.

Public Comments: None.

Commissioner Comments: None.

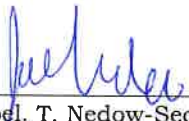
With no more business to conduct, Calhoun adjourned the meeting at 1:40 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By  _____
Jim Calhoun, Chairman

By  _____
John Popa, Vice chairman

By  _____
Robert Joyce, Member

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

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 20, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent Dave Priest, Maple City Foreman Gino Grimaldi, Fleet Manager Dustin Albrecht and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as presented.

Vouchers 40506 thru 40549 in the amount of \$68,653.16 - approved for payment.

Minutes from the March 6, 2018 regular meeting - approved as presented.

Public Comments: None.

Appointment: None.

Communications:

-Email dated March 14, 2018 from Don Gregory – Cherry Bay Orchards who asked why the Leelanau County Road Commission does not offer an agricultural over-width/over-size permit that allows the applicant to submit one request covering several pieces of equipment as he has been able to do with two counties in southwest Michigan instead of one permit for each. Gregory also expressed his frustration with having to pay additional processing fees when submitting a permit application thru Oxcart.

Wagner reported he was able to ascertain the nature of Gregory's frustration. Gregory subsequently provided a copy of a permit issued by a down-state road commission covering several pieces of equipment on one form. Wagner also verified that this type of permit is not listed on the uniform unified permit fee schedule that the County Road Association would like all member counties to adopt. When Gregory asked Wagner not to contact other parties to avoid disrupting the current permitting advantage he enjoys, Wagner assured Gregory that he would not pursue this matter further.

In regards to the Oxcart processing fees, Johnson stated that he has been working with other road agencies to try to convince the CRA membership to reduce the united uniform permit fees for transport permits. Johnson and Nedow stated that since enrolling in the Oxcart trail; both have noticed a significant labor reduction for processing permit applications that would support reducing the present fee structure. Johnson stated he will be lobbying other road agencies who are also enrolled in the Oxcart trial to support this recommendation.

-Email dated March 15, 2018 from David Newman asking the Road Commission to maintain a clear vision area (owned by the Road Commission) on the northwest corner of the Bugai/Fouch Road intersection. Newman stated he was not satisfied with the responses he had gotten from the Road Commission staff earlier, so he decided to pursue his request further by contacting the Leelanau County Sheriff's office to gather accident history at this intersection. He learned there have been 14 accidents at that intersection in the past seven years that the investigating officers classified as a "Failed to Yield" or "Disregard a Traffic Control Device" hazardous action.

When asked by Popa if the road crew can utilize our tractor and brush mowing equipment the next time we are in the vicinity, Priest stated his opinion that there currently is sufficient site distance at this location and that there are other intersections in the county which should be addressed before this one. In addition, he stated our mowing equipment has limited reach from the road shoulder and any clearing work further off the road would have to be done manually given the marshy condition of this property. Priest stated his intent to have our crew remove foliage provided the terrain is dry enough later this summer. The Board concurred with his assessment and plans for maintaining the area.

Management Report - Wagner:

-Preparations for the upcoming construction season are proceeding. Staff met last week to finalize plans for paving and sealcoating projects list for the coming year. Staff has received some inquiries from Townships interested in paving projects which staff is working on providing information required to move these projects forward.

-Wagner has been working with Networks Northwest/TTCI on a coordination meeting to take place with area utility providers and road agencies for our 10C Regional Task Force in order to engage the utility providers to advise them of upcoming road reconstructions projects that may involve their utilities.

-Wagner has prepared a scope of work and engaged a consultant to prepare the design of a rather complicated culvert replacement project that will likely be completed with cooperation of surrounding property owners on Lee Point Road.

Heard report from Priest, Grimaldi, Johnson and Nedow. Nedow asked the Board to consider rescheduling the April 15th regular meeting due to two Road Commissioners attending the Commissioner's Seminar held in Frankenmuth that same date.

2018 annual material bids: aggregate and highway painting:

Bids were publically opened and read at 10:00 a.m. on March 16th at the Suttons Bay office. Results are as follows:

Aggregate – price per ton:			Centerline painting – price per linear foot:	
	Elmers	Kasson Sand		
Vendors:	<u>Crane & Dozer</u>	<u>& Gravel</u>	<u>P. K. Contracting</u>	
22A gravel:	\$3.95	\$4.00	Waterborne paint:	
25A stone:	\$15.75	\$9.75	4" white (edge line):	\$0.04
31A stone:	\$16.80	\$9.75	4" yellow (centerline):	\$0.04
22A gravel-delivered to SB:	\$9.85	\$9.00	Regular dry paint:	
			4" white (edge line):	\$0.046
			4" yellow (centerline):	\$0.046
			Mobilization: first two trips free; then \$500.00/mobilization.	

Johnson stated the 25A and 31A stone bids were requested in the event our slag supplier could not provide enough material to meet our needs.

As for aggregate, he is recommending accepting the low bid for each commodity as primary supplier, with the other vendor's bid accepted as a secondary supplier. For highway painting, he is recommending accepting the lone bid offered by P.K. Contracting.

Motion by Joyce, supported by Popa to accept Johnson's recommendation to award the 2018 aggregate bids as follows: Elmers Crane & Dozer as primary supplier for 22A gravel with Kasson Sand & Gravel secondary supplier; and Kasson Sand & Gravel as primary supplier for 25A stone, 31A stone and 22A gravel delivered to Suttons Bay garage with Elmers Crane & Dozer as the secondary supplier.

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

Motion by Popa, supported by Joyce to accept the bid offered by P.K. Contracting for this year's highway painting.

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

Accept Fleet Manager's recommendation to replace Maple City tractor/mowers:

Albrecht provided his written recommendation to purchase a new Massey Ferguson tractor equipped with Diamond brand side and boom rotary mowers and rear Brush Hog mower to replace two aging units at the Maple City shop. His recommendation stated the quote he obtained from Gillison's Variety Fabrication thru the State of Michigan MiDeal program of \$115,175.57 which is below the approved budgeted amount.

Motion by Popa, supported by Joyce to accept the MiDeal program package bid of \$115,175.57 submitted by Gillison's Variety Fabrication of Traverse City for a new Massey Ferguson 5710 tractor and Diamond brand side and boom rotary mower and a rear brush hog rotary mower.

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

Request approval: accept proposal for upgrading Maple City storage building lighting:

Albrecht obtained multiple quotes to upgrade the lighting in the two Maple City out-buildings. Because the expenditure is over \$15,000.00 our Purchasing Policy requires Board approval to award the bid. As such, Albrecht is recommending the Board accept the lowest bid received.

Motion by Joyce, supported by Popa to authorize the Fleet/Facilities Manager to accept the Windemuller Electric Services proposal of \$16,482.00 to supply and install the lighting upgrades to our Maple City facility.

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

Execute cost share agreement with Cleveland Township: CR-669 Shalda Creek culvert replacement project:

Wagner reported Cleveland Township Board signed and returned the agreement back to the Road Commission to execute.

Motion by Popa, supported by Joyce to execute a cost share agreement with Cleveland Township for improvements to CR-669 for the replacement of the Shalda Creek culvert.

The estimated cost of this project is \$350,000.00 with Cleveland Township hereby agrees to voluntarily contribute \$125,000.00 toward the cost of this project. Payment is due upon completion of the project prior to December 2019.

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

Cost share agreement with Solon Township - Popa Road:

Johnson provided a cost share agreement for the Board and Solon Township to sign for road improvements to Popa Road, estimated to cost \$85,400.00 with Solon Township contributing \$42,700.00 with payment expected upon completion of the work, on or around September 1, 2018. He reported speaking to the Solon Township Supervisor who confirmed interest in pursuing this project yet this year, provided the funds approved when Solon Township approves this year's budget next week.

Discussion ensued. Joyce expressed his opinion that he would prefer to postpone approving the agreement until after Solon Township had approved their annual budget when road improvement funds are assured. Popa asked if staff had made provisions for a building a turn-around at the end of Popa Road so that our trucks can safely turn around. His suggestion to improve the road-end at our own expense was not supported by Calhoun and Joyce. Staff was instructed to contact the property owner at the end of Popa Road in order to see if they would agree to releasing an easement to build a turnaround and to update the cost share agreement to reflect the additional cost.

Public Comments: None.

Commissioner Comments:

Calhoun: asked to have a discussion to evaluate the effectiveness of the pre-wet system utilized on one plow truck this past winter. Priest, Albrecht and Suttons Bay employee Mike Mack offered their viewpoints: using brine with the sand/salt mixture is effective when there is sufficient traffic flow to activate the solution as there is on M-22 from the county line to Greilickville. Where traffic is not heavy on M-22 north of Greilickville, the applied brine tends to re-freeze quickly, resulting in the road surface icing up which requires constant monitoring to keep the solution from freezing. After further discussion, the Board instructed staff to not order the pre-wet equipment on this year's trucks and to continue the evaluation process for one more year on the one truck that has the system installed.


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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By  _____
Jim Calhoun, Chairman

By  _____
John Popa, Vice chairman

By  _____
Robert Joyce, Member

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

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 3, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as presented.

Vouchers 40550 thru 40579 in the amount of \$112,654.38 - approved for payment.

Minutes from the March 20, 2018 regular meeting - approved as presented.

Public Comments: None.

Appointment: At 1:05 p.m. the Board met with George McClellan II of the Grand Traverse Band of Ottawa & Chippewa Indians to discuss the status of their right of way permit application. McClellan stated that the week following his March 6, 2018 meeting with the Board, he dropped off the requested information Johnson had requested so that the permit could be issued. In the weeks that followed, no permit had been issued so McClellan decided to call for an appointment to speak to the Board at today's meeting. Even though Johnson sent an approved permit for the first portion of the project yesterday, McClellan decided to keep his appointment to find out why the permit had not been issued earlier. He also wanted to ask the Road Commission to commit to a set schedule for issuing the remaining permits so that construction can proceed.

Johnson stated that the recent winter weather with additional snow accumulation along the road has been the main reason why the permit was not issued earlier. He also pointed out that until the weather improves, construction cannot commence. After further discussion, Johnson agreed to meet with McClellan the following week to work out any unresolved matters and improve communications so that the permitting process can continue without further delays as soon as the weather permits.

Communications: None.

Management Report - Wagner:

-One of our crew members was injured this week when his hand got pinched between a tree that had been felled and the remaining stump. While no bones were broken and no stitches were required, he will be off work until his injuries have healed to the point where he can return to work without restrictions.

-Two bids were received earlier in the day for smoke/fire detection and reporting alarms for both facilities. As the cost is significantly higher than anticipated, Wagner will continue his efforts to evaluate both bids before making his recommendation to the Board.

Johnson reported completing a map that depicts this summer seal coat road list, paving projects and culvert replacement projects.

Nedow - provided a hard-copy of the audited financial statement as prepared by Rehmann. As Principal Steve Peacock will be presenting the audit report at their next regular meeting, Nedow stated he is providing the Board with an advance copy to take home and review so that they can be prepared to ask any questions they may have about the report.

Reschedule April 17, 2018 Board meeting:

Calhoun and Popa will be attending the CRA-Commissioner's Conference in Frankenmuth on that date.

Motion by Popa, supported by Joyce to reschedule the April 17, 2018 Road Commission regular meeting to Wednesday, April 18, 2018 (also starting at 1:00 p.m.).

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

Status update: cost share agreement with Solon Township - Popa Road:

Wagner reported the property owners at the end of Popa Road have declined to provide additional right of way to build a proper turnaround. As such, the original proposed cost share agreement has been forwarded to Solon Township for their approval. If approved, the agreement will then be executed by the Road Commission at a later meeting.

Request to adopt Resolution 18-01: Sale of additional 2019 federal aid to the Road Commission of Oakland County:

Wagner explained that the Board had previously adopted a resolution authorizing staff to sell our planned 2019 allocation of \$600,000.00 federal aid to the Road Commission for Oakland County. Subsequently, Johnson learned that additional STP funds are available in fiscal year 2019.

Johnson requested Leelanau's planned project (CR-677 south of M-72) scope be increased to use a portion of match the available funds. The Rural Task Force 10C has approved increasing the amount of STP funds for this project from \$600,000.00 to \$750,000.00. Wagner has contacted the Road Commission for Oakland County who confirmed their willingness to purchase the additional federal funds at the same rate stipulated in the October 3, 2017 resolution. When questioned by Popa, Wagner stated we should receive payment when the STP funds have been obligated by the State of Michigan next spring.

Motion by Popa, supported by Joyce to adopt Resolution 18-01 which reads as follows:

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

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

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

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

WHEREAS, Leelanau desires to transfer an estimated \$750,000 of STP funds available to it in fiscal year 2019 and identified on its Local TIP as "Federal Fund Exchange", in exchange for non-federal transportation dollars from Oakland; and

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

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

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

Public Comments: Lake Leelanau resident Mike Zeits offered comments on the recent winter storm.

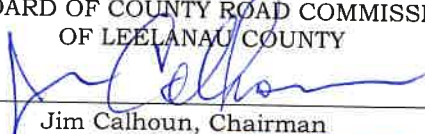
Commissioner Comments:

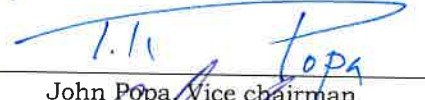
Popa: asked to include a general discussion of the proposed list of roads recommended to be abandoned on the April 18, 2018 meeting agenda and determine if a road tour to inspect some/all of the proposed locations is warranted.

Brief comments were also offered by Joyce and Calhoun.


With no more business to conduct, Calhoun adjourned the meeting at 1:44 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
John Popa, Vice chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

A 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, April 18, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as presented.

Vouchers 40580 thru 40629 in the amount of \$181,563.05 - approved for payment.

Minutes from the April 3, 2018 regular meeting - approved as presented.

Public Comments: None.

Communications: None.

Appointment: Rehmann Principal Steve Peacock - presentation/acceptance of 2017 audited financial statements and Act 51 report:

Rehmann Principal Steve Peacock presented the audited 2017 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 associated with the duties performed by the Finance Manager. As with most Michigan road commissions, Peacock pointed out this finding is not uncommon as small road commissions do not have the staff to adequately ensure optimal segregation of duties. The report stated the Board is aware of this deficiency and has historically held the position that the costs to implement corrective measures out-weigh the potential inherent risks. The report also recognized that management has been actively implementing new procedures to strengthen internal controls and independent review using qualified staff members whenever possible.

Popa asked several questions related to how the audit was performed and Joyce asked what actions the Board could take to prevent the significant deficiency observation on future audit reports. Further discussion ensued exploring whether utilizing County staffing for a few hours each week would prevent similar findings on future audit reports instead of hiring two to three additional staff members. When asked by Wagner, Peacock did not elaborate whether utilizing County staff would eliminate future audit observations regarding segregation of incompatible duties.

Motion by Popa, supported by Joyce to accept the audited 2017 financial statements as prepared by Rehmann and presented to the Leelanau County Road Commission Board by Rehmann Principal Steve Peacock.

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

Motion to accept 2017 Act-51 financial report:

Motion by Joyce, supported by Popa to accept the 2017 State of Michigan Act-51 report as prepared by Nedow (Finance Manager).

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

Management Report - Wagner:

-Crews are still working on clearing the remnants of last weekend's severe snow storm damage, which resulted in heavy, wet snow blocking several roads, streets and intersections. Even our snow removal equipment was not immune from the effects of the weather.

-Wagner reported we have been chosen by The Asset Management Council of Michigan (TAMC) for a pilot program this summer for mapping and inventorying culverts.

-Johnson and Wagner have been working on updating our Standards and Specifications for Subdivision Streets. The current version has not been updated for many years. Wagner hopes to have a revised version to the Board soon.

Johnson provided updates on the status of seasonal weight restrictions; follow-up meeting with GT Band representative George McClellan II resulting in Johnson issuing a permit to proceed with the first phase of construction; and whether the user fees presently being charged by Oxcart for issuing transportation permits may result in us lowering our transportation permit fees.

Execute cost share agreement with Solon Township:

Motion by Calhoun supported by Popa to execute a cost share agreement with Solon Township for improvements to Popa Road consisting of pulverizing a portion of the existing pavement near the cross culverts; adding, shaping and compacting new 22A grave in this section; wedging the remainder of the road with hot-mix asphalt to correct the crown of the existing pavement and build up the edges, and pave the entire length of the road with a new single layer of 2 inches of HMA paving. The estimated cost of this project is \$85,400.00, with Solon Township agreeing to voluntarily contribute \$42,700.00 (50%) toward the cost of this project. Payment is due upon completion of this work, on or around September 1, 2018.

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

Adopt proposed "Winter Maintenance on Unimproved Roads" Policy:

Introduced by Wagner (and reviewed by the Road Commission's attorney), the policy reads as follows:

Whereas the Leelanau County Road Commission has several roads that have only received minimal maintenance by the road commission, and no maintenance during the winter months, and

Whereas many of these roads lack sufficient turn arounds, adequate width, surface, sight distance, and are too hilly and/or winding in nature to support and accommodate our equipment or 2-way traffic, and

Whereas most of these roads are simply "two track" roads that have historically provided access to seasonal cottages, and traffic on these roads is generally intermittent and infrequent, and

Whereas most of these roads have never been upgraded or reconstructed to meet current road standards for width, surfacing, turn arounds, and sight distance, and

Whereas the nature and condition of these roads often prevents our equipment from being able to safely maneuver on them to perform maintenance, particularly winter maintenance, and

Whereas performing additional maintenance on these roads may not be in the best interest of the public or the Road Commission because of the inherent danger of damage to our equipment, to the basic roadbed, or private property that may occur due to the lack of sufficient turn arounds, width, surfacing and sight distance, and

Whereas there is not sufficient funding to improve all of these roads to accommodate our equipment or 2-way traffic, and

Whereas in Leelanau County there are over 650 miles of roads that are maintained year round and most have been improved to provide adequate turn arounds, width, surface and sight distance to support and accommodate our equipment or 2-way traffic, thereby providing high quality access to thousands of parcels of land,

Therefore be it resolved that the Leelanau County Road Commission will consider performing additional maintenance, including winter maintenance, on these unimproved roads only where the entire cost to improve them to current Road Commission standards is paid by others. Whether to improve a road is solely with the Road Commission's discretion, and will be highly dependent upon the unique characteristics of the road and the equipment necessary to efficiently maintain that road.

Be it further resolved that the Leelanau County Road Commission will consider entering into a cost sharing agreement to improve such a road to a road to a year-round maintenance standard, and will consider contributing up to 50% of the total cost, if funds are available and if the improvement results in a benefit to the Road Commission and the overall population of Leelanau County.

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

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

Follow-up: list of proposed roads to abandon not deemed in the best interests of the Leelanau County Road Commission to retain:

Wagner suggested the Board could narrow the scope of the initiative instead of attempting to address the entire list. He offered three roads in Empire Township that are in the same general vicinity which the Board could inspect and consider abandoning. Calhoun similarly suggested two roads in Leelanau Township. No objections were offered, and Calhoun stated the Board will consider next month scheduling a tour of these five locations.

Approve cost share agreement with Suttons Bay Township – Nanagosa Trail:

Motion by Joyce supported by Popa to enter into a cost share agreement with Suttons Bay Township for improvements to Nanagosa Trail, consisting of overlaying the existing pavement with a new single layer of two inches of hot-mix asphalt (HMA) for the entire length of the public road. The estimated cost of this project is \$212,383.11 with Suttons Bay Township agreeing to voluntarily contribute 50% of this amount (a total of \$106,191.56). Half of this would be paid by the Township when invoiced by the Road Commission upon completion of the work on or around September 15, 2018, and the remaining half in their fiscal year 2019.

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

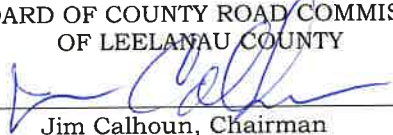
Public Comments: Centerville Township resident Mike Zeits offered comments.

Commissioner Comments:

Joyce stated he received several phone calls from county residents asking why several county roads had not been plowed during last weekend's severe weather conditions. He suggested the Board could be proactive and issue a statement to which Popa agreed. Wagner stated that his next monthly Manager's Letter will include a section addressing the issues that were raised and to inform the public that the Road Commission was out in force but the severity of the weather hampered our efforts. Calhoun provided his viewpoint that no explanation is needed; the road crews were prepared but unusual, severe weather conditions played a major factor in our ability to keep roads open. He offered his appreciation to the crew members and staff for their efforts this past weekend.


With no more business to conduct, Calhoun adjourned the meeting at 2:18 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By  _____
Jim Calhoun, Chairman

By  _____
John Popa, Vice chairman

By  _____
Robert Joyce, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, May 1, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Motion by Joyce, supported by Popa to add "Award contract for smoke/fire monitoring and reporting system upgrade and expansion project" and "Schedule spring road tour" under "Old Business" on today's agenda.
Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Vouchers 40630 thru 40653 in the amount of \$328,566.94 - approved for payment.

Minutes from the April 18, 2018 rescheduled, regular meeting - approved as presented.

Public Comments: None.

Communications: None.

Appointment: At 1:05 p.m. the Board met with Inhabitect LLC President Nathan Griswold who is requesting relief from having to upgrade his existing gravel driveway on a parcel located on Lincoln Road in Solon Township to commercial driveway standards (curb and gutter). Griswold had previously met with Johnson and Wagner to discuss his submitted application in which he is proposing upgrading his driveway by installing vegetated berms instead of concrete curbs and a fifteen foot wide concrete slab approach. The remaining approach would then be widened and improved by installing six inches of 22A compacted gravel on the rest of the driveway.

Griswold provided a PowerPoint presentation as well as a letter listing the various reasons why he feels why his property's driveway should not be upgraded to commercial driveway standards. Along with a proposed design to improve the existing gravel driveway already there, Griswold listed the following reasons to support this claim:

-His site is agricultural in nature under the Solon Township zoning ordinance which he claims is a use by right protected under the Right to Farm Act. As such, Inhabitect will have an estimated 8-10 round trips coming and going during April until October, then 0-4 the rest of the year and will have less impact than the number of trips associated with a residential driveway.

-Griswold then referred to the variance granted to Gills Pier Ranch shooting preserve on Hoxie Road provided their driveway be improved to our Sketch #3 with conditions. Griswold feels that the same conditions will be met or exceeded for gravel type and driveway width he is proposing and that the Gills Pier Ranch approval has set a precedent that could allow the Board to grant his request.

-He claimed that his proposed design has the approval of the Solon Township Fire Chief, Solon Township Planning Commission and the Zoning administrator, who have expressed interest in maintaining the rural setting of this area.

In a written report provided by Johnson, he pointed out that Griswold's design does not meet our current commercial driveway standards. Another point listed is to refute Griswold's statement that culvert should not be needed. Given the lay of the land in that area we should have a ditch along with parcel to control water runoff. He also provided clarification on the other points listed by Griswold.

After further discussion, the Board agreed to view this site in person while touring three roads in Empire Township as candidates to be considered for abandonment; the date and time to be determined later in the meeting. Calhoun informed Griswold that the Board would then deliberate his request during their May 15, 2018 regular meeting.

Management Report - Wagner:

-Wagner has been working to resolve several personal property damage claims that resulted from our plows contending with the heavy wet snow that covered the area on April 14th. While many of the claims will likely be denied by our insurance carrier, Wagner expects to offer some relief to a property owner whose window was broken at a commercial building.

-Suttons Bay employee Randy Thom will be leaving the Road Commission on May 3rd to pursue other employment opportunities. Priest will continue efforts to find a qualified replacement. New employee Brad Schaub started work at the Maple City garage on April 26th.

-Culvert inventory pilot program: Recently selected by the Transportation Asset Management Council (TAMC) for this pilot program, Johnson and Wagner have been participating in several training sessions to learn about the initiative. Aside from collecting data to help us understand our infrastructure better, this program offers a financial incentive to help offset some of the cost. The down-side is there is a narrow time line to complete the inventory. Given the limited staff members to perform this task, Wagner has until May 14, 2018 to decide whether or not to proceed with this pilot program.

Further discussion ensued exploring the possibility of utilizing temporary student interns to help with this project. Wagner responded that while he has received several inquiries, the applicants so far do not possess the skill-set desired. Plus, the rather stringent time line to complete this project almost mandates the field work be done by our own staff members.

-Summer work schedule has commenced this week as we prepare for this season's busy construction season.

-The South Manitou Island road tour is still scheduled for May 31st and will depart Leland Harbor that morning.

Johnson: seasonal weight restrictions will be coming off as of 8:00 a.m. May 2nd. He also provided his thoughts on the culvert inventory initiative.

Nedow: After the last meeting when the question was raised how the Road Commission could eliminate "segregation of incompatible duties" for the Finance Manager in future audit reports, Nedow reached out to Paul Matz, Governmental Audit Principle of Rehmann Robson – Jackson office to ask his assistance to provide a clear answer to the question.

In an email responding to Nedow's request, Matz stated his opinion that it is quite evident to him that our organization has the best of intentions, and keeps looking to segregate duties when staffing allows. Periodic review of activities by current staff or persons outside our organization will not eliminate this audit comment. Matz confirmed that the only effective method to address this concern would be the hiring of two or more additional staff members, and then to redesign roles and responsibilities as appropriate.

He concluded his analysis by stating that ultimately the Board will need to decide if that additional cost is worth the benefits that it may provide. Johnson pointed out that of all the county road commissions in the State, over 50 receive this comment on their annual financial audit reports because of their limited staffing levels.

Schedule road tour-southern part of the County:

Motion by Joyce, supported by Popa to schedule a spring road tour of various roads in the southern half of the County on Tuesday, May 8, 2018 starting at 3:00 p.m. when the Board and staff members will depart on their tour.
Discussion: As agreed earlier, the tour will include a stop at the Griswold – Lincoln Road to inspect Griswold’s driveway with the property owner present.
Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Recommendation: award contract for smoke/fire monitoring and reporting system upgrades and expansion project:

The project includes updating the existing systems already in place at the main buildings in Suttons Bay and Maple City and is expanding it to include coverage for the two equipment storage buildings at both facilities.

Wagner acknowledged that the cost for this project is higher than anticipated due to having to meet current design requirements. With completion of his due diligence on the contracts, Wagner is asking the Board to award the contract to the low bidder. While the project was anticipated but not budgeted, he is also asking the Board to amend the Roads Commission’s 2018 Capital Acquisition budget.

Discussion ensued. Popa asked several questions whether further review of the bid documents and scope of the project by the Board is warranted before a contract is awarded. Wagner stated that he has gone through every phase of the proposal and is satisfied that moving forward and awarding the contract today would be in the Road Commission’s best interest.

Motion by Calhoun, supported by Joyce to authorize the Manager to accept Feyen Zylstra’s bid of \$76,559.00 to upgrade and expand our smoke and fire monitoring and alarm systems at our Suttons Bay and Maple City facilities, including the two equipment storage buildings at each location.
Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Motion by Calhoun, supported by Joyce to increase the Leelanau County Road Commission’s 2018 Capital Acquisition budget by \$76,559.00 for the smoke and fire monitoring upgrade – expansion project.
Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Discussion: contacting Charter Communications to remove tree debris from road right of way:

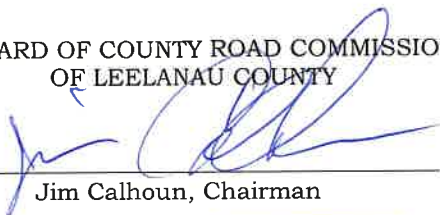
Calhoun asked for this topic to be added to the agenda. Lately, whenever Charter Communications has been trimming/cutting trees limbs from their lines, their crews have been leaving the debris piled up on the side of the road within the right of way instead of removing it. Popa and Joyce agreed and the Board instructed Wagner to notify Charter Communications to instruct them to dispose of their trimmings in a timely manner.

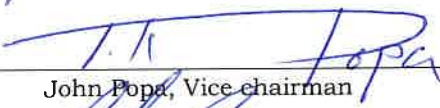
Public Comments: None.

Commissioner Comments: None.


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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
John Popa, Vice chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

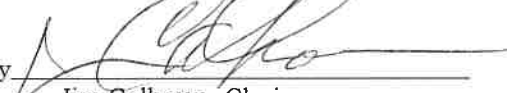
May 8, 2018 Road Tour


A **special** meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 3:00 p.m. on Tuesday, May 8, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner and Engineer James C. Johnson.

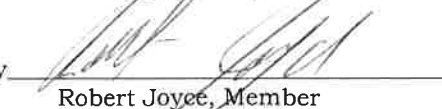
The purpose of the special meeting was to conduct a site visit of Nathan Griswold's property located at 6276 E. Lincoln Road where he has requested a variance to the commercial driveway standards and then continuing on to conduct a road tour.


Those present for the meeting departed from 10550 E. Eckerle at approximately 3:05 p.m. and traveled to 6276 E. Lincoln Road and were met by Nathan Griswold. The Board members inspected the site and departed at approximately 3:45 p.m. Those present then proceeded to view several roads. Upon completing their viewing of these roads, they returned to 10550 E. Eckerle upon which the special meeting adjourned at 5:20 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
John Popa, Vice-chairman

By 
Robert Joyce, Member

Attest: 
Dan Wagner, Acting-Secretary to
the Board

May 15, 2018

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 15, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson and Superintendent Dave Priest. Guests were present.

Agenda: Approved as presented.

Vouchers 40654 thru 40694 in the amount of \$154,612.15 - approved for payment.

Minutes from the May 1, 2018 regular meeting and May 8, 2018 road tour - approved as presented.

Public Comments: Greg Mikowski asked if motorists have the right of way on MDOT roads or if pedestrians do. Joyce related that if the pedestrians are legally in an identified crosswalk, that motorists need to yield to them.

Communications: Wagner presented a letter that was received from the County Road Association regarding a Road Commissioners Code of Conduct they are asking the county road commissions to adopt. The Board agreed to place this item on the agenda at the next meeting under Old Business.

Management Report - Wagner: Reports were heard from Wagner, Priest and Johnson.

Old Business:

Nathan Griswold request for relief from commercial driveway standards for upgrading existing gravel driveway on Lincoln Road – Solon Township:

Johnson presented a drawing that depicts the revised proposal submitted the previous day by the applicant with an approach meeting our published standards that he superimposed on it explaining the differences. Joyce related that he feels a proposed paved apron would protect our infrastructure and function well. Popa related that he feels we should not deviate from our current commercial approach standards. Calhoun related that he felt the applicant should follow the existing standards. The applicant provided further commentary on his proposed deviations from the existing standards and why he felt he should be granted relief. The applicant asked what his next step would be to appeal a denial of his request. Calhoun and Popa related that once the Board has rendered a decision that the matter is considered final. No motion was offered to support a deviation from the published standards and the applicant was directed to work with staff and submit a design that would satisfy the existing commercial driveway standards.

General discussion on how to proceed with list of roads to abandon not deemed in the best interest of the LCRC to retain:

The Board and staff discussed pursuing the next step in evaluating the possibility of abandoning three roads located within close proximity of each other in Empire Township. The Board agreed that the next step would be for staff to contact Empire Township to see if they would be in support of pursuing the abandonment of the roads and to investigate the required steps to pursue the abandonments.

New Business:

Request from Fleet Manager for the Board to approve MiDeal bids for new sign truck to be built (Jorgenson Ford \$33,634.00 for Ford F550 and Cannon Truck Equipment \$58,264.00 to purchase /install boom and equipment): total purchase price is \$91,898.00:

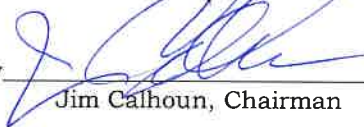
The Board and staff discussed the need and the research that has led to this recommendation. Joyce inquired as to whether a V-8 gas engine was an option in this truck as he feels that the V-10 gas engines can be problematic. Motion by Joyce, supported by Popa to authorize the Fleet and Facilities Manager to acquire the sign truck and equipment through MiDeal as proposed but to investigate if a V-8 engine would be an option. Ayes: Calhoun, Popa, Joyce. Nays: None. – Motion is approved.


Public Comments: Mike Zeits asked if the plan was to sell the old sign truck or if it would be kept as a spare for a few years. Staff related that it likely would be sold once the replacement was received and found to be in working order.

Commissioner Comments: None.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By  _____
Jim Calhoun, Chairman

By  _____
John Popa, Vice chairman

By  _____
Robert Joyce, Member

Attest:  _____
Dan Wagner - Managing Director

May 31, 2018

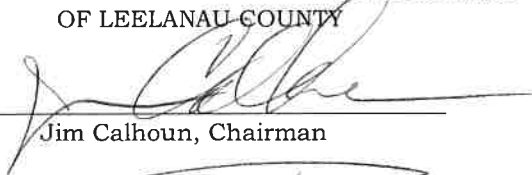
A **Special** meeting of the Board of County Road Commissioners of Leelanau County took place on Thursday, May 31, 2018 in order to inspect the public South Manitou Island roads. Vice-chairman John Popa, and Managing Director Dan Wagner, met at 7:15 a.m. on Thursday, May 31, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. They drove to and joined Chairman Jim Calhoun, at the Leland Township Harbor. Member Joyce was absent. They were met by National Park Service (NPS) Staff members Tom Ulrich, Phil Akers, Dan Ostrowski and Jamie Westenfelder. No guests were present.

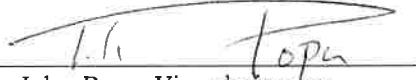
The group departed the Leland Township Harbor on a NPS vessel at approximately 8:15 a.m. and arrived at the South Manitou Island marina at approximately 10:10 a.m. where they were met by Jimmy Munoz, with the Manitou Island Transit (MIT). Jamie Westenfelder remained with the vessel and the remainder of the group left on transportation provided by MIT.


An inspection of the Leelanau County public roads on South Manitou Island was made. In particular a stretch of Shefler Road was examined where the water level of the adjacent Florence Lake has in the past reached an elevation such that it had encroached onto the road surface. The group was pleased to observe the lake levels have sufficiently receded. The remainder of the roads traveled was found to be in serviceable condition.

The group returned to the marina, and departed the company of Jimmy Munoz. The group rejoined Jamie Westenfelder on the NPS vessel, and departed for the Leland Township Harbor at approximately 1:30 p.m. The group arrived at approximately 3:30 p.m. and disbanded.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
John Popa, Vice chairman

Attest: 
Dan Wagner - Managing Director

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 5, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Engineer James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. No guests were present.

Agenda: Approved as presented.

Vouchers 40695 thru 40726 in the amount of \$80,035.41 - approved for payment.

Minutes from the May 15, 2018 regular meeting and May 31, 2018 special meeting- approved as presented.

Public Comments: None.

Communications: Letter dated May 19, 2018 from Leelanau Township resident Richard Lang, who wrote to support an initiative to pave shoulders on CR-629 from Cherry Homes subdivision north terminating at the Leelanau State Park entrance, a distance of approximately 2.5 miles. Lang stated that adding five foot wide paved shoulders on this segment of road would keep bicyclists off the main roadway and help protect them.

Johnson reported that Wagner had discussed this request with several interested parties. As this road was recently improved and sealcoated, there are no plans to pursue this request at this time unless the requestors can provide funding from outside sources. Nedow explained that the Road Commission is required to spend one percent of our annual MTF revenues on non-motorized improvements as measured by a ten year rolling average. Because paving primary roads typically includes paving the shoulders, we have consistently met or exceeded this requirement for over twenty years.

Appointments: None.

Management Report - Wagner:

Wagner provided a written report for the Board to review that addressed the items on the agenda as well as providing comments on the various activities at the Road Commission since the last Board meeting. Johnson also provided a brief report.

Consideration to adopt Code of Conduct as recommended by CRA – Commissioners Committee:

Joyce stated the Board had previously declined to adopt a similar document in the past. In his opinion the Board already voluntarily follows the recommendations contained in the proposed document, he does not see the need to adopt it. Popa stated he is satisfied with the document as presented and that he would support adopting it.

Motion by Popa to adopt the "Road Commissioners Code of Conduct" as developed by the County Road Association of Michigan 2017-2018 Commissioners Committee. Motion failed due to lack of support.

2018 MCRCSIP Board of Directors election ballot:

Nedow provided his recommendation to support Rogers, who he feels has provided strong leadership representing the interests of those road agencies in our region.

Motion by Joyce supported by Popa to vote for incumbent John Rogers of Kalkaska County as the Michigan County Road Commission Self-Insurance Pool – Board of Directors At-Large Representative, which is a three-year term ending in 2021. Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Execute sealcoat agreement with Empire Township:

Motion by Popa supported by Joyce to enter into an agreement with Empire Township for improvements to McClary Road, Cohodas Road and two unnamed spur roads, all within Lakeview Orchards, consisting of sealcoating the roads with SRS-2M emulsion, 34CS slag aggregate and QTF fog seal.

This effort will include the materials, labor and equipment rental to perform the work. The estimated cost of this project is \$35,000.00 with Empire Township paying 100% of the actual cost to perform the work, with payment due upon completion on or around August 1, 2018.

Discussion: Popa asked why 34CS slag material is being used on this project instead of 31A stone. Johnson responded that based on the positive feedback received from our crew members and staff for the work done last year, our staff decided use 34CS slag material instead of 31A stone on all our sealcoat projects this summer. The Lakeview Orchards representative has also told Johnson they prefer using the 34CS slag material. Also, changing to 31A stone for this project would require the application equipment to be recalibrated and a different grade of emulsion.


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

Public Comments: None.

Commissioner Comments: Calhoun: asked for an update on the fence relocation issue at the Davis Road/Putnam Road intersection at our next Board meeting.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
John Popa, Vice chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, June 19, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as presented.

Vouchers 40796 thru 40842 in the amount of \$388,886.94 - approved for payment.

Minutes from the June 5, 2018 regular meeting - approved as presented.

Public Comments: None.

Communications: Letter dated June 5, 2018 from Leelanau Township Parks & Recreation Committee Chair Galen Leighton who wrote on behalf of the Committee support for paving the road shoulders on CR-629 from the entrance to Cherry Homes subdivision north to the entrance to the Leelanau State Park. While Leighton's letter stated several advantages for improving the road, no mention was made as to whether Leelanau Township would provide any funding. Johnson pointed out that this segment of CR-629 was wedged and sealcoated last summer. Given the present condition of the surface, there are no current plans for future improvements.

After further discussion, Calhoun stated that the Board will wait until the person asking for the improvements meets with the Board in person at a later date to discuss the request.

Appointments: None.

Management Report - Wagner:

-Suttons Bay road worker Randy Neindorf will be leaving the Road Commission on June 21st to seek other employment. New employee John Smeltz started at the Suttons Bay garage on June 18th and another new employee Ken Hoogerhyde will be starting on June 25th.

-Wagner provided details on the fatal crash on M-22 yesterday afternoon. Wagner and Priest provided assistance redirecting traffic during the road closure so that rescue personnel could focus on the crash scene.

-With the summer upon us, the Road Commission staff is receiving many requests for various special events and races that utilize county roads. In some cases, insufficient advance notice had been provided to allow ample time to issue the permit. Joyce recommended requiring a 90 day advance notice for all events which he believes would address the problem. Johnson agreed and suggested the Board may consider adopting a policy to this effect to provide staff with enforcement authority.

Johnson provided a report on the status of the culvert inventory initiative and the effectiveness of the online Oxcart transportation permit process which the CRA is promoting to the membership to consider using.

Resolution 18-02 – Annual request for \$10,000.00 reimbursement from MDOT for having a licensed engineer on staff:

Motion by Popa, supported by Joyce, to adopt Resolution 18-02 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, 2017 through June 30, 2018 to licensed professional engineers employed or retained by this Commission, in accordance with the following: Sec. 12(2) of Act 51, as amended. "Each county road commission shall be reimbursed in an amount up to \$10,000 per year for the sum paid to a licensed professional engineer employed or retained by the county road commission in the previous year.

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

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

Consideration: adopt a fee for seeking relief from our published standards:

Wagner provided a written proposal asking the Board to consider adopting a fee that would be charged to permit applicants seeking relief from our published standards. Wagner pointed out (using the last request as an example) that it is very time intensive for both staff and board members to process requests of this nature and that individuals seeking relief have no risk whatsoever to seek a variance when they are not charged a fee. This fee would cover the staff time required to address them.

Wagner provided a list of what various Leelanau County townships charge when they receive a request for a variance, with the average fee charged is \$474.00 and that some townships also charge for consulting fees for legal services, engineering reviews, and surveys if needed. If there is interest, Wagner suggested the next step would be to schedule a public hearing which would be held on a later date.

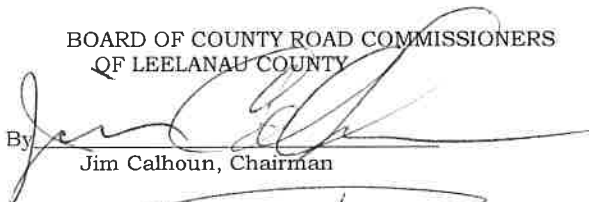
After further discussion, no action was taken so that Board members can have the opportunity to digest the contents of the proposal before deliberating further. Wagner was also asked to contact other road commissions to see if any of them charge a fee for those who request relief from published standards.

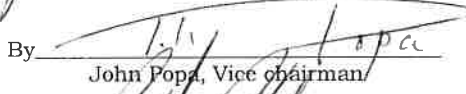
Public Comments: None.

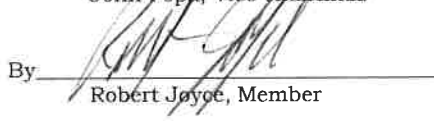
Commissioner Comments: None.


With no more business to conduct, Calhoun adjourned the meeting at 1:31 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
John Popa, Vice chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, July 3, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. No guests were present.

Agenda: Approved as presented.

Vouchers 40872 thru 40899 in the amount of \$99,796.70 - approved for payment.

Minutes from the June 19, 2018 regular meeting - approved as presented.

Public Comments: None.

Communications:

-Letter dated June 5, 2018 from the County Road Association Self-Insurance Fund asking if any Board or staff member would consider running for two At-Large positions on the CRASIF Board of Trustees.

-Email dated June 24, 2018 from Leland Township resident Christian Plasman who requested the Board to review staff's earlier decision not to place a stop sign at the Fifth Street/Cedar Street intersection in Leland.

Wagner reported that in a letter dated July 13, 2017 he sent responding to Plasman's original request, Wagner explained that the configuration of the existing stop signs are laid out to facilitate the predominate flow of traffic in the north and south direction in this part of Leland. With the absence of any crash history for this location, Wagner informed Plasman that there is nothing that would substantiate installing of a new sign and that the best way to curb speeding is thru education and enforcement.

Further discussion ensued as to the viability of other options that could be explored to slow traffic down at this location. With no consensus reached, Calhoun asked that this topic be included on the July 19th agenda for further discussion.

Appointments: None.

Management Report - Wagner:

-Paving/seal coating: 2018 paving work has started and is progressing on several projects, including CR-616 west of Cedar, Carter Road, Trumbull Road, Angus Road, Lake Street in Leland, Cold Spring Road, Allgaier Road and Lincoln Road.

-Proposed fee for applicants seeking a variance from our published standards: Wagner provided responses he received from other road commissions thru the CRA listserv. Based on the results, it would appear that in those counties who have dealt with this same issue, it has been an effective tool to implement a fee for variance requests. He would encourage the Board to entertain adopting such a fee as doing so would have a positive impact on staff's ability to serve the greater needs of county residents.

After further discussion, the Board agreed to postpone any action on this topic until after the August 7, 2018 primary election when the Road Commission millage renewal request has been decided.

Heard report from Johnson on the status of finishing this year's pavement ratings and that he hopes to have a summary report ready by next meeting.

Nedow stated that he has taken bids for the 2018 financial audit and plans to have his recommendation ready for the Board at their July 17th meeting.

Resolution 18-03: Execute Traffic Control Order S 45-14-18 (reduced speed limit on segment of Lake Street - Glen Arbor:

Motion by Popa, supported by Joyce, to adopt Resolution 18-03 which reads as follows:

WHEREAS, the Leelanau County Road Commission has jurisdiction over Lake Street in Section 27 of Glen Arbor Township, and

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

WHEREAS, upon a request from the Glen Arbor Township Board the Leelanau County Road Commission has asked the Michigan State Police conduct an engineering and traffic investigation under MCL 257.628 (1) to determine a safe maximum speed limit on Lake Street between Sunset Drive and State Street, and

WHEREAS, the Michigan State Police has completed said engineering and traffic investigation, determining that the safe maximum speed limit on Lake Street between Sunset Drive and State Street shall be set at 40 miles per hour, and directing this Road Commission to erect and maintain official signs accordingly,

NOW, THEREFORE, BE IT RESOLVED, that the Leelanau County Road Commission concur with the Michigan State Police in Traffic Control Order Number S 45-14-18 to establish and post a 40 miles per hour speed limit on Lake Street from Sunset Drive to State Street, and

BE IT FURTHER RESOLVED, that the Board of County Road Commissioners of Leelanau County hereby authorize the Chairman to be the designee to sign on behalf of the Board to execute the order, and

BE IT FURTHER RESOLVED, that the Road Commission Managing Director have staff erect and maintain official signs to inform the motoring public of the 40 miles per hour speed limit on this segment of Lake Street, and

BE IT FURTHER RESOLVED, that the Managing Director provide a copy of the approved Traffic Control Order S 45-14-18 to the Leelanau County Sheriff's Office and to the Leelanau County Clerk.

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

Execute cost share agreement with Centerville Township for improvements to Schomberg Road:

Motion by Joyce, supported by Popa to execute a cost share agreement with Centerville Township for improvements to Schomberg Road, consisting of sealcoating from Hohnke Road south to Fabiszak Road with CRS-2M emulsion, 34CS slag aggregate and QTF fog seal. This effort will include all materials, labor and equipment rental to complete the operation.

Centerville Township agrees to pay 50% of the estimated \$54,470.24 cost for this project (a total of \$27,235.12) payable upon completion of the work, on or around August 1, 2018.

Discussion: Popa questioned why Centerville Township is providing patching funds for a routine maintenance activity which the Road Commission normally provides all of the funding. Wagner: staff had received a request from the Township for staff to provide cost information for three proposed improvement projects their Board would like to see done this summer. Given the available funds, Centerville Township officials chose the Schomberg Road sealcoating project to be done this summer.


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


Public Comments: None.

Commissioner Comments: None.


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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
John Popa, Vice chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

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 17, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as presented.

Vouchers 40900 thru 40953 in the amount of \$642,465.01 - approved for payment.

Minutes from the July 3, 2018 regular meeting - approved as presented.

Public Comments: None.

Communications: None.

Appointments:

At 1:05 p.m. the Board met with Don Goheski to discuss Seth Road located in Leelanau Township. Currently, the Road Commission maintains this road as it travels west, then north into the old Garthe Farm, where our truck turns around. From there, the west leg of the old road bed, while still recognized as a county road right of way, has been discontinued due to an orchard being planted over the old road bed many years ago.

The property through which the road is located is currently in a conservation easement under the control of the Leelanau Conservancy. Goheski is pursuing one of two possible outcomes. Option one is for the Road Commission to abandon Seth Road from the entrance to the Garthe Farm northerly past the current turnaround and including the blocked roadway. In exchange, the Conservancy would then provide the Road Commission with right of way so that the east-west portion of Old Farm Road to the entrance to E. Seth Road could be turned into a county road. However, because the land in question is in a conservation easement, federal permission is required to approve the land swap, and Goheski has no idea how long the approval process would take.

Option two would be to re-establish the old road right of way and open it to public travel in case the first option is not approved. Because the Road Commission could abandon the end segment of Seth Road, Goheski is asking the Board to refrain from abandonment pending the outcome of the other proposal. He also wanted to memorialize his efforts in the Road Commission meeting minutes.

At 1:15 p.m. the Board met with Leelanau Township resident Don Frerichs to hear his request that the shoulders of CR-629 be paved from the entrance of Cherry Homes north to Cathead Bay Road, a distance of 2.2 miles. Frerichs provided a separate packet (see separate attachment to this record) that contained a letter Frerichs published explaining his proposal, including his views on the benefits of paving the road shoulders. He also asked that those interested should write and send letters of support to him which he will forward to the Road Commission Board. The packet also contained a cost estimate dated March 2018 prepared by the Road Commission staff as well as thirty (30) letters/emails backing the proposal.

Frerichs asked if the improvements could be scheduled for next season. Calhoun responded that while he would be open to the idea, the Board would not be able to make any decision until Frerichs has been able to secure the 50% matching funds (from Leelanau Township or from other outside sources). He explained that because there are no plans to upgrade CR-629, the Board's past practice has been for the requesting entity to provide matching funds.

Management Report - Wagner:

-Paving/seal coating: With the first round of asphalt paving completed, our crew has shifted their efforts to seal coating, starting with CR-651.

-New employee Alex Clarke started work at the Suttons Bay garage this week, and Wagner has two other solid, local candidates who are being evaluated for possible job offers.

-Our contractor has started work this week installing the new smoke/fire monitoring systems at our facilities. Work is also progressing on the Suttons Bay emergency generator installation.

Discussion: alternative solutions for request to install stop sign at the Fifth Street/Cedar Street intersection in Leland:

Joyce repeated his observation that the Road Commission should be proactive instead of reactive in responding to this request and place a stop sign there regardless if doing so would conflict with the governing standards listed in the Michigan Manual of Uniform Traffic Control Devices. Popa stated that he could not support installing a stop sign there and instead suggested some form of flashing sign, which received no support.

After further discussion, the Board asked Wagner to contact the Sheriff's Office to ask them to set up their radar trailer along Fifth Street to warn vehicles to slow down and see if that has any impact and obtain data it records.

Recommendation – select audit firm to perform 2018 financial audit:

Nedow provided a written evaluation of the three audit bids he received which are as follows: Rehmann - \$13,200.00; Smith & Klaczkiewicz PC - \$6,000.00 plus an additional \$500.00 for on-site presentation of the audit report to the Board; and Anderson Tackman & Company - \$7,960.00.

As all three firms have provided services to us in the past, Nedow stated his evaluation was based upon his experience with the services each firm provided and each firm’s overall experience and familiarity with road commission accounting and understanding of how our organization’s accounting and internal controls function. He then compared each bid to determine what value we would receive for the proposed audit fee. Because of the completeness, accuracy and professional manner in performing the 2016 audit, Nedow recommends awarding this year’s bid to Smith & Klaczkiewicz who was also the lowest bid.

Motion by Popa supported by Calhoun to accept the \$6,500.00 bid tendered by Smith & Klaczkiewicz of Saginaw Michigan to perform the Leelanau County Road Commission’s 2018 financial audit.

Discussion: Joyce stated that he would like to learn more about the three firms before making a decision. Nedow explained that Smith & Klaczkiewicz performed our 2016 financial audit and is the firm hired to audit the County Road Association of Michigan for the past few years. Rehmann was contracted by the County for last year’s Road Commission audit as well as for years 2015, 2013 and 2011. Anderson Tackman & Company did our 2014 and 2012 financial audits. Johnson voiced his support for selecting Smith & Klaczkiewicz for this year’s audit based on his perspective of the services provided by each firm. With no more discussion, Calhoun called for a vote:

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

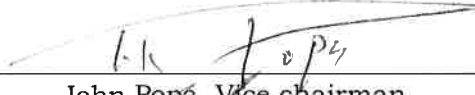
Public Comments: None.

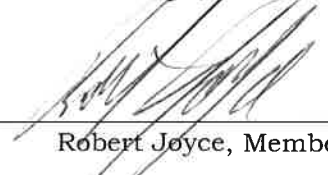
Commissioner Comments: Popa gave a brief report on a recent presentation he gave to residents of Nanagosa Trail. He also forewarned staff that Bingham Township may be in contact to see if they can extend the “no parking” ordinance along CR-641 at the Bingham Road launch. Calhoun asked staff if a truck could be displayed at the upcoming Woolsey Airport Fly In event on August 4th from 9:00 a.m. until noon.

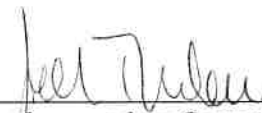
With no more business to conduct, Calhoun adjourned the meeting at 1:57 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By  _____
Jim Calhoun, Chairman

By  _____
John Popa, Vice chairman

By  _____
Robert Joyce, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, August 7, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson, Superintendent Dave Priest, Fleet Manager Dustin Albrecht and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as presented.

Vouchers 40954 thru 40985 in the amount of \$538,894.24 - approved for payment.

Minutes from the July 17, 2018 regular meeting - approved as presented.

Public Comments: None.

Communications:

-Letter dated July 16, 2018 from Leland Township resident Nick Fleezanis asking the Board to lower the speed limit on North Lake Leelanau Drive (CR-641) to 35 mph from Alpers Road north to the John Suelzer Park. Because many people cross the road to access the lake or use the road for walking or riding bicycles Fleezanis expressed his concerns that the present speed limit is too fast. He also suggested installing additional guardrail south of the existing guardrails where the road was rebuilt several years ago.

Wagner provided a letter written July 24, 2018 in which he responded to Fleezanis. In it, Wagner informed him that the Road Commission does not have the sole authority to change speed limits and the process to do so requires the involvement of the Township Board, the Road Commission and the Michigan State Police. He informed Fleezanis that if he chooses to pursue his request, he would need to next contact the Leland Township Board to ask their support requesting a speed study for this location in order to determine if the data collected would support lowering the speed limit or not. If the data does support the reduction, then the Township, Road Commission and State Police would need to agree that a reduction is warranted. Wagner also suggested contacting the Leelanau County Sheriff's Office to ask them to set up one of their portable speed reporting trailers with the hope the displayed speeds would positively influence driver behavior.

Wagner also wrote that staff will look at the area where Fleezanis is requesting additional guard rail and determine if doing so is warranted.

-Wagner reported receiving an email from the Paul Bunyan Council secretary asking the Road Commission Manager and one Board member to participate in a legislative summit that will be held in Gaylord on August 23, 2018. The Paul Bunyan Council is partnering with the Straits and East Central Councils to participate in discussions regarding potential changes to internal and external Act 51 formula for distributing road funds. The concern is a potential negative impact on rural road commissions to the benefit of the urbans. The summit would allow road agencies to share their thoughts and concerns with their legislators to elicit their support.

Wagner stated he would be unable to attend but recommended Johnson go in his place. Calhoun stated he would have to check to see if he would be available and Popa stated he would be able to go in the event Calhoun is unable to attend.

Appointments: None.

Management Report - Wagner:

-Paving/seal coating: The end appears in sight for our sealcoating operations. There are still a few roads that need to be done but efforts have switched to fog sealing until more slag material can be obtained. Wagner reported complaints have been almost non-existent since we started using the new emulsion and slag material.

-New employee Alex Clarke, who started work at the Suttons Bay garage on July 16th, tendered his resignation yesterday. Priest will be searching for a replacement during the next few weeks.

-Work is progressing on installing the new smoke/fire monitoring systems at our facilities. The new Suttons Bay generator installation is nearly complete to the point where the generator is operational if needed.

-Wagner wrapped up the culvert inventory field work last week and Johnson inputted the data into our Roadsoft database and then submitted to the Michigan Transportation Asset Management Council. We will generate an invoice to the TAMC to request reimbursement for those costs authorized by the program.

-The Drew Road project appears to be stalled. Wagner heard from one of the property owners at the end of Drew Road that they do not support improving Drew Road and is refusing to release right of way needed to construct an adequate turn around at the end of the road. Wagner has since notified the person who requested the road upgrades and the Empire Township Supervisor to let them know why the project cannot move forward.

-Possible road abandonment: Empire Township: Wagner has spoken to the Empire Township Supervisor about the idea of abandoning three roads our Boards have selected/visited (Young Road west of M-72, Young Road east of M-72 and Whiting Road east of M-72). He is going to present this idea to his Board and to set up a time when Wagner can meet with them to discuss the proposal.

Heard reports from Priest and Albrecht. Albrecht informed the Board that in order to receive next year's cab and chassis capital purchases, he will need to place our order as soon as possible due to the long delivery time and limited availability. In order to meet this deadline, he has already published a bid request for proposals which will be opened and read prior to our September 4th meeting. Truck equipment will be purchased thru MiDeal so no bids would be needed. Albrecht also reported that the surplus equipment recently auctioned raised \$56,117.00 which is better than he anticipated.

Priest also provided a positive report on a new attachment for our tracked excavator fabricated by our mechanics. This unit is being used to remove accumulated dirt from beneath guardrails where it is blocking drainage.

Request for installing stop sign at the Fifth/Cedar Street intersection – Leland:

Wagner provided a memorandum summarizing the events that have happened since our last meeting regarding this matter. When Wagner reached out to the Leelanau County Sheriff's Office, he learned from Deputy Robinson that they had already placed one of their speed reporting and recording units in this area since July 17th. Robinson and the Sheriff each sat there one day for an hour each for multiple periods and did not observe any speeding issues. Recently, Deputy Robinson stopped by our office to drop off the results of the data gathered indicating that the 85th percentile speed being driven is 27 mph. Robinson offered a suggestion that instead of installing a stop sign at the intersection, we should consider installing a 25 mph speed limit sign in this immediate area to remind motorists of the speed limit.

Wagner also contacted the people who administer the daycare center to explore the possibility of moving their drop off/pick up area from the street to the church parking lot area. He learned that the parking lot is utilized as a play area and therefore not available.

Two other suggestions were considered: the first is to prohibit parking on the east side of Fifth Street and increase the width of the shoulder on the west side to improve the area where children are dropped off and picked up. Leland Township would need to provide the necessary ordinance to allow the parking prohibition. A second idea would be to make Fifth Street a one-way street from north to south in conjunction with the shoulder widening on the west side of the street and prohibit parking on the east side. However, if implemented it would make snow removal more difficult as plow trucks would have to make several passes in the opposite direction to avoid creating an oversized snow bank on the west side.

Another suggestion would be installing some school crossing/zone related signage, provided doing so would comply with Michigan Manual of Uniform Traffic Control Devices. To summarize, staff's recommendation to the Board would be to install two 25 mph speed limit signs in the immediate area of the daycare facility. In addition, he also suggested the Board could direct staff to continue their efforts in evaluate the concept of making the street one-way and possibly installing some school crossing/zone related signage.

Discussion ensued. Popa stated he supports staff's recommendation to install two 25 mph speed limit signs there as soon as possible. He also suggested including "Slow Child" warning signs that could be installed on the same post below the new speed limit signs. Joyce disagreed, stating additional data should be collected during the school year. He expressed his opinion that the data gathered would support his assertion that a stop sign is needed at the intersection instead of erecting more advisory signage.

Motion by Joyce, supported by Calhoun to direct staff to ask the Leelanau County Sheriff's Office to place their speed recording and display trailers at near the Fifth/Cedar Street intersection in Leland this fall during the school year in order to gather more traffic speed data.

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

Request from MCRCSIP members to adopt revisions to existing Communications Service Provider policy:

Wagner stated that in 2017 the Road Commission adopted a policy for communications service providers (CSP) to respond to legislation that impacted how we treat these utilities. The policy was written using templates provided by the Michigan County Road Association Self-Insurance Pool. However, the Michigan legislature recently passed an amendment to the right of way permit statute and MCRCSIP has issued three templates that they have developed along with the legal counsel which they are asking their membership to adopt.

The first template is a recommended Permit Fee Resolution, and the second is a recommendation resolution to Amend Communications Service Provider Permit. Because adopting both would change our published permit fee schedule, a public hearing is required.

The third template amends the CSP Permit Special Terms and Conditions document that would replace the existing version without Board action once our Board approves the amendment to the CSP policy.

Motion by Popa, supported by Joyce to schedule a public hearing for Tuesday, September 4, 2018 during the regular Road Commission Board meeting starting at 1:15 p.m. at the Suttons Bay office. The purpose of the special hearing is to listen to public comments concerning a request from the Michigan County Road Commission Self-Insurance Pool to adopt two resolutions: Resolution to Adopt Reasonable Policy Regarding Fees pursuant to MCL 224.19b for communications service providers; and the second is to revise the Road Commission's "Telecommunications and Video Service Provider Right-of-Way Permit Policy" and Fee Schedule.

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

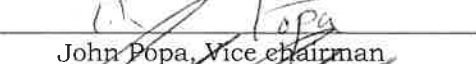
Public Comments: Leelanau Township resident/County Commissioner Ty Wessell thanked the Board for participating in last weekend's Wosley Airport Fly-in benefit. He also extended his thanks to the driver (David Boynton) who attended the event.


Commissioner Comments: None.


With no more business to conduct, Calhoun adjourned the meeting at 1:27 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
John Popa, Vice chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, August 21, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as presented.

Vouchers 40986 thru 41036 in the amount of \$714,574.30 - approved for payment.

Minutes from the August 7, 2018 regular meeting - approved as presented.

Public Comments: None.

Communications:

-Letter dated August 3, 2018 from Douglas Robidoux, Chairperson – Board of Trustees County Road Association Self-Insurance Fund asking the Board to cast a ballot for the 2018 CRASIF Board of Trustees election. This year CRASIF will have two (2) three-year At Large positions and one (1) three-year Southern region position to fill and three candidates who have agreed to run. As such, Wagner offered his recommendation that the Board should vote for the three candidates that are listed on the ballot.

Motion by Joyce, supported by Popa, directing staff to vote for Ken Hulka, Muskegon County Road Commission, Dorothy Maxwell, Eaton County Road Commission, and Mike Scott Montcalm County Road Commission for the 2018 CRASIF Board of Trustee ballot.

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

Appointments: None.

Management Report - Wagner:

-Paving/seal coating: Wagner expects our sealcoat operation should wind up by the end of the week. While we did not surpass last year's outcome, Wagner was pleased with this season's efforts given the delays Priest had to deal with this summer. Efforts will then shift to the next round of asphalt paving and culvert replacement projects.

-Wagner is evaluating the feasibility of expanding the parking area at the office entrance to the Suttons Bay garage to include a drive lane with parking on either side that will double our parking capacity and provide for more efficient use of this space.

-Wagner and Johnson recently met with representatives from the National Park Service. The NPS is asking the Road Commission to help identify which roads are presently certified as county roads.

Johnson: the National Park Service is ready to begin plans for constructing the last leg of the Sleeping Bear Heritage Trail (from CR-669 northeasterly to Good Harbor Trail). A joint meeting with the NPS and several agencies including the Road Commission will be walking the length of the proposed route later this week in which Johnson will be participating. At this time, the trail is expected to be outside any county road right of way with the expectation of being an independent trail.

Popa asked if the trail route crosses over Shalda Creek, would there be any federal funds that could potentially used to replace the culvert. Johnson responded that it is too early in the process to provide an answer whether there is any intent to replace the culvert.

Next year's IRONMAN event: Wagner reported attending a meeting along with other County officials organized by the event coordinators. Wagner stated that he learned that the race course has not been finalized and race organizers are considering a course that would not involve Leelanau County. At the meeting he related the concerns that have been voiced by our Staff and area residents and encouraged race organizers to begin the permitting process as soon as possible.

Public Comments: Leelanau County residents Greg Mikowski and Mike Zeits offered their thoughts concerning Leelanau County's involvement with the IRONMAN event. Further discussion ensued whether our permit fee schedule would be sufficient to recoup our costs should the event take place in our county next year. He also noted receiving several negative comments from residents who are against hosting this event in Leelanau County.

Commissioner Comments: Calhoun congratulated the entire staff and workforce for achieving an award from the County Road Commission Self Insurance Fund for having a low workman's compensation experience rate for this past year.

Popa announced he will be attending the legislative summit in Gaylord later this week to represent the Road Commission in discussions regarding potential changes to the internal and external Act-51 formula for distributing road funds.


With no more business to conduct, Calhoun adjourned the meeting at 1:30 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By  _____
Jim Calhoun, Chairman

By  _____
John Popa, Vice chairman

By  _____
Robert Joyce, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, September 4, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Motion by Popa, supported by Joyce, to add "Report: August 23, 2018 Joint Council Legislative Summit for East-Central, Paul Bunyan and Straits Councils" that was held at Tree Tops Resort - Gaylord on the agenda under "New Business".
Ayes: Calhoun, Popa and Joyce. Nays: None. - Motion is approved.

Vouchers 41037 thru 41069 in the amount of \$235,663.14 - approved for payment.

Minutes from the August 21, 2018 regular meeting - approved as presented.

Public Comments: None.

Communications: None.

Appointments: None.

Management Report - Wagner:

-Provided a brief update on the status of the generator installation and fire monitoring projects, and the proposed Suttons Bay parking lot upgrade project.

Johnson: gave a brief report on the recent meeting between the National Park Service and property stakeholders where public input was heard regarding the next phase of the Sleeping Bear Heritage Trail being built from CR-669 to Good Harbor Trail. Johnson advised the Board to stay informed in the event the NPS would need to apply to the Road Commission for a permit to construct any portion that might be proposed within the county road right of way.

Albrecht: earlier in the day, cab & chassis bids were opened and read. Two bids were received: one from JX Peterbilt of Wyoming Michigan who bid \$119,960.00/truck for a Peterbilt model 367, and one from Grand Traverse Diesel Service of Traverse City Michigan who bid \$125,596.00/truck for a Western Star model 4900SB.

Albrecht provided a written recommendation to purchase the Western Stars even though the cost difference for two units is \$11,272.00, basing his decision on several factors, including: proximity to dependable local service, being unfamiliar with the PACCAR engines in the Peterbilt models and need to purchase additional diagnostic software; and the advantages of standardizing the truck fleet by purchasing Western Star models. He pointed out that if warranty work is needed for the Peterbilt models, it would take two associates and a second vehicle several hours to deliver a truck to the Grand Rapids area to the nearest warranty dealer while getting warranty work for the Western Star models is available locally.

Further discussion ensued. Joyce voiced his opinion that the price difference between the bids is significant and the decision to go with the higher bid should be based upon defensible criteria to justify to county taxpayers.

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

Report: August 23, 2018 Joint Council Legislative Summit (East-Central, Paul Bunyan and Straits Councils)

Popa provided a report to the Board on the topics addressed at this summit: DAS/Broadband Systems; Increase funding impacts; Public Act 202 - OPEB/Pension funding liability; and Act-51 formula. Based upon what he learned during the meeting, Popa suggested Staff should go out for paving bids as soon as possible for next year's projects as he is concerned local asphalt contractors would likely have full schedules early in the year resulting in higher prices later in the spring.

Appointments:

At 1:25 p.m. Calhoun opened the public hearing to hear public input concerning a request from the Michigan County Road Commission Self-Insurance Pool for the Road Commission to adopt two resolutions:

The first is a "Resolution to Adopt Reasonable Policy Regarding Fees Pursuant to MCL224.19b" for Communications Service Providers.

The second is a resolution to revise the Road Commission's "Telecommunications and Video Service Provider Right-of-Way Permit Policy" and fee schedule.

No comments, oral or written were presented. Wagner stated that staff is not recommending changing the Road Commission's fee schedule at this time. He also reported that both resolutions will need to be updated to reflect changes in wording recently agreed upon between the Pool and the County Road Association before Wagner will present them to the Board to be adopted.

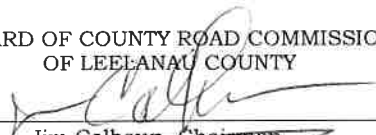
Calhoun then closed the public hearing at 1:27 p.m. and returned to open session.

Public Comments: Leelanau County residents Greg Mikowski asked questions regarding recent excavating he observed on the M-204 road shoulder on the northeast east side of the bridge in Lake Leelanau.

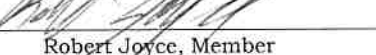
Commissioner Comments: Calhoun - asked to acknowledge the assistance of the various County Fire and Rescue Departments in helping clear debris from county roads during last week's windstorm.


With no more business to conduct, Calhoun adjourned the meeting at 1:30 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By  _____
Jim Calhoun, Chairman

By  _____
John Popa, Vice chairman

By  _____
Robert Joyce, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, September 18, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Engineer James C. Johnson, Superintendent Dave Priest and Finance Manager/Secretary to the Board Joe Nedow. Member Robert Joyce and Managing Director Dan Wagner were absent. One guest was present.

Agenda: Approved as presented.

Vouchers 41070 thru 41112 in the amount of \$198,081.77 - approved for payment.

Minutes from the September 4, 2018 regular meeting - approved as presented.

Public Comments: None.

Communications: None.

Appointments: None.

Management Reports:

-Wagner's September 14, 2018 written report was reviewed but not discussed.

-Johnson provided an update on road improvement projects. Nanagosa Trail resurfacing project had started yesterday and when completed, the paving contractor will shift to Eagle Highway and Alpers Road projects later this week, weather permitting. Our crews have also started prep work on the Popa Road project which is our last paving project of the season.

Request to accept 2019 truck equipment quote - MiDeal:

While not present, Albrecht supplied a quote provided by Truck & Trailer Specialties of Boyne Falls through the MiDeal program for the equipment needed to outfit the two cab & chassis heavy trucks approved at the last meeting. Nedow informed the Board that Albrecht had contacted Truck & Trailer to see if accepting their quote could be delayed until the next board meeting. Because one of the parts suppliers is expected to raise their prices soon, Albrecht was advised by Truck & Trailer it would help them if we accepted their quote sooner than later.

Motion by Popa, supported by Calhoun, to accept the quote provided by Truck & Trailer Specialties (thru the MiDeal program) to equip next year's (2019) cab & chassis heavy trucks for \$112,105.31 each - combined total of \$224,210.62.


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


Public Comments: None.

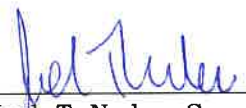
Commissioner Comments: None.

With no more business to conduct, Calhoun adjourned the meeting at 1:17 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
John Popa, Vice chairman

Attest: 
Joel T. Nedow-Secretary to
the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, October 2, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as presented.

Vouchers 41113 thru 41158 in the amount of \$183,479.27 - approved for payment.

Minutes from the September 18, 2018 regular meeting - approved as presented.

Public Comments: None.

Communications: None.

Management Reports:

Wagner:

-Paving projects: Eagle Highway and Alpers Road have been paved. While Popa Road has been paved, work is proceeding with restoration.

-Two small MDOT paving projects, on M-22 in Omena and on M-22 at Setterbo Road were completed last week that were financed by Transportation Work Authorization funds secured by MDOT.

-Crews at both garages have been battling reoccurring storms that have been moving through the area, that have resulted in numerous trees blown down and caused several washouts to contend with. Once our crews have caught up, efforts will shift to ditching and draining improvements.

-Wagner reported attending a meeting hosted by Grand Traverse County Road Commission along with most of the Paul Bunyan Council Managers earlier this week to discuss the Wetland Bank program that is being implemented in our region. Wagner will be presenting a Participation and Reimbursement Agreement each member county has been asked to sign at a subsequent date.

-Leelanau County Road Commission will likely be featured in an upcoming edition of the County Road Association quarterly Crossroad publication.

-Wagner recently attended a planning meeting for the IRONMAN event and learned the course organizers have greatly altered the route of the course. The majority of the route will be on roads under the jurisdiction of MDOT, Benzie County, Grand Traverse County, and the City of Traverse City, with only two miles of CR-677 south of M-22 in Empire Township proposed for Leelanau County.

-A packet of information was received from the County Road Association regarding the Local Pavement Warranty program which is part of the legislative requirement when the Transportation Funding Package of 2015 was adopted. The CRA is asking us to fulfill our obligation by adopting the resolutions and document templates they have provided. Even though the threshold requiring a pavement warranty is \$2,000,000.00 and the likelihood of us having a project this size in the near future is remote, adopting the program is still mandatory state-wide. Copies of the CRA cover letter with proposed resolutions were distributed to the Board for review and Wagner is asking Nedow to add this topic to the next meeting's agenda.

Appointments: At 1:05 p.m. the Board met with Dough Matthies (owner of French Road Cellars LLC/Big Paw Vineyard Services LLC), Charles Edson (Proprietor Bel Lago Vineyards & Winery) and Steve Yoder (Solon Township Trustee) to hear comments regarding the Road Commission's Commercial driveway standard pertaining to concrete curbs. Each read from a prepared statement (copies on file) detailing reasons why they feel that the "one size fits all" standard for concrete curbing should be either discontinued or the commercial standard for curbing modified to also include alternative concepts that they feel would be less intrusive on landscaping in keeping with the rural setting that is unique to Leelanau County.

All who addressed the Board cited their belief that the costs to construct the required commercial driveway improvements are detrimental to small business owners who do not have the capital to build the improvements and fund the required escrow deposit with the Road Commission.

A request was also heard to include the public to aid staff with revising the existing commercial driveway policy.

The Board members offered their thoughts and the request and pledged to continue discussions on this topic at the next Board meeting.

Resolution Number 18-04: Adopt Reasonable Policy Regarding Fees Pursuant to MCL 224.19b

As no objections were offered during the September 4, 2018 public hearing, Johnson is recommending adopting both resolutions as doing so would be in the Road Commission's best interest.

Motion by Joyce, supported by Popa to adopt Resolution 18-04 which reads as follows:

WHEREAS, the Board of County Road Commissioners of the County of Leelanau (the "Board" or "Road Commission") is a body corporate created by MCL 224.9 to formulate policy and to perform those official duties imposed by law or delegated by the Leelanau County Board of Commissioners; and

WHEREAS, a person, partnership, association, corporation, or governmental entity shall not construct, operate, maintain, or remove a facility or perform any other work within the right-of-way of a county road, except sidewalk installation and repair, without first obtaining a permit from the county road commission having jurisdiction over the road and from the township, city, or village in which the county road is located when a permit is required by ordinance of the township, city, or village, under the authority conferred by section 29 of article VII of the state constitution of 1963; and

WHEREAS, MCL 224.19b(1) requires any person, partnership, association, corporation or governmental entity to obtain a permit from the Road Commission (and the applicable township, city or village if required by those entities) before constructing, operating, maintaining or removing any facility or performing any work within a county highway right-of-way; and

WHEREAS, pursuant to MCL 224.19b(2), the Road Commission has discretion to adopt reasonable permit requirements and a schedule of fees sufficient to cover the necessary and actual costs for the issuance of the permit and for review of the proposed activity, inspection and related expenses; and

WHEREAS, the Road Commission may adopt a schedule of civil fines that can be imposed on a provider that performs work in a right-of-way without obtaining a permit as required under this section or that fails to maintain a security bond, right-of-way bond, or irrevocable letter of credit as required under this section during construction work within the right-of-way; and

WHEREAS, the Road Commission deems it in the public health, welfare, safety and best interest to adopt a policy such as the one attached hereto and entitled "Telecommunication and Video Service Provider Policy and Fee Schedule" (Exhibit A) reflecting the actual and necessary costs directly related to issuance of permits to Providers as defined under MCL 224.19b(13) to the extent recoverable under the law.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby that the attached policy is hereby adopted and made effective forthwith.

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

Resolution Number 18-05: Amend County Road Commission Permit Policy for Safely Allowing Limited Communication Service Provider Facilities Access Within the County Road Right of Ways:

Motion by Popa supported by Joyce to adopt Resolution 18-05 which reads as follows:

WHEREAS, the Board of County Road Commissioners of the County of Leelanau (the "Board" or "Road Commission") is a body corporate created by MCL 224.9 to formulate policy and to perform those official duties imposed by law or delegated by the Leelanau County Board of Commissioners; and

WHEREAS, Article 7, SS29 of the Michigan Constitution of 1963 reserves to county road commissions the reasonable control of their highways, streets, alleys and public places, and specifically prohibits any persons, partnership, association or corporation, public or private, from operating a public utility within the highways, streets, alleys and public places of any county without first obtaining the consent of the duly constituted authority of the county road commission; and

WHEREAS MCL 224.19b, governing permits for work in the right of way, has been amended effective July 1, 2018, and these amendments require changes to the "Definitions" Section of the Road Commission's Permit Policy for Safely Allowing Limited Communication Service Provider Facilities Access Within the County Road Right of Ways with regard to Telecommunications Providers and Video Service Providers.

NOW, THEREFORE, BE IT RESOLVED, that the attached amendments to Paragraph Two (2) of the County Road Commission Permit Policy for Safely Allowing Limited Communication Service Provider Facilities Access Within the County Road Right of Ways is hereby adopted and made effective forthwith.

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

Request by Gary and Jana Vann for stairway in CR-641 right of way:

Johnson provided a written report. In a letter dated September 11, 2018 addressed to Johnson, the Vanns provided a computerized drawing of a stairway they would like their contractor to construct in the CR-641 right of way south of Alpers Road. The stairway would be located opposite Lots 17 & 18 of the Plat of Eastern Heights where the land owners have riparian rights to Lake Leelanau. The proposed stairway would allow the applicants to walk between the guardrail and the edge of the lake where they plan to install a dock. The existing steep slope was constructed by the Road Commission between twelve to fifteen years ago to stabilize the roadbed of CR-641 and is unsafe for foot traffic.

For reference, the Road Commission previously approved a somewhat similar stairway access about 400 feet south of this location. At that time the Board (not staff) approved the issuance of the permit because of the substantial issues that have been raised. Staff is now bringing this issue to the Board primarily because of the precedent set by that prior Board action. Along with a sample motion, Johnson's recommendation included an observation that there is adequate sight distance to the south, and to the north sight distance is obstructed by several cedar trees within the road right of way that will need to be pruned or cut. This proposal is only to install the steps on our slope and does not include any request to change the guardrail or to install steps up the slope to their new house.

Motion by Popa, supported by Joyce to authorize staff to issue a permit to construct a stairway in the right of way of CR-641 in general conformance with the attached drawings and subject to the following conditions:

- Applicant must remove trees and vegetation within the county road right of way to establish and maintain 500 feet of sight distance to the north.
- Applicant hereby agrees that there will be no parking along this section of guardrail.
- Applicant hereby agrees that travel/activity on the road slope will be limited to that essential to installation of the stairway – no storage of materials or docks and no foot traffic after the installation.
- Applicant hereby agrees to post/footing design modifications specified by staff to protect the integrity of the road slope.
- Applicant must assure these conditions are passed on to subsequent owners of the land as a condition of title.

Failure to adhere to permit conditions will result in revocation of the permit and removal of the stairway at the applicant's expense.

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

Public Comments:

- Kim Bunbury: offered his thoughts that water he feels is puddling on CR-651 since the road was seal coated. He also stated that storm water runoff collected in cisterns and ponding areas could expose the property to possible contaminants and toxins that would be concentrated in one location.
- Steve Chambers, Alan McKisson, Nate Griswold, Ross Smith and David Hunter voiced their support for reshaping the present commercial driveway policy and to make the process transparent in order to educate the public on what is trying to be accomplished.
- Leelanau County Board of Commissioners – District 5 representative Patricia Soutas-Little addressed the Board: she urged the Board members to do their due-diligence and to listen to what the public is saying at today's meeting, and do the best possible job and pursue efforts to revise our present commercial driveway policy. And in doing so, she also advised to make the process transparent and to involve a subcommittee of concerned citizens to develop a set of standards that would be consistent with the thoughts expressed here today.

Commissioner Comments:

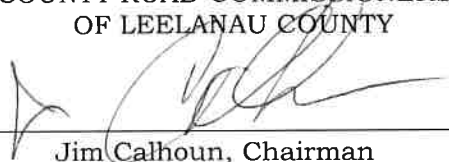
Joyce and Popa offered their thoughts on the request, and agreed that further discussion on this matter is warranted. Calhoun thanked those in attendance for expressing their views and instructed Nedow to include this topic on next meeting's agenda for further consideration.

Calhoun also expressed his appreciation for the cooperation shown between the Road Commission and various township fire and rescue units in dealing with clearing the debris from recent storm damage.


With no more business to conduct, Calhoun adjourned the meeting at 1:57 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

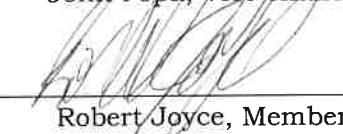
By


Jim Calhoun, Chairman


By


John Popa, Vice chairman

By


Robert Joyce, Member

Attest:


Joel T. Nedow-Secretary to the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, October 16, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. Vice-chairman John Popa was absent. Guests were present.

Agenda: Approved as presented.

Vouchers 41159 thru 41199 in the amount of \$554,371.64 - approved for payment.

Minutes from the October 4, 2018 regular meeting - approved as presented.

Public Comments: None.

Communications:

Letter dated October 8, 2018 from Citizens for Aesthetic & Affordable Approaches Leelanau County (Doug Matthies, Dan Matthies, Charlie Edson, Steve Yoder, Nate Griswold, Bill Walters and Allan McKisson). The group is requesting to work with the Road Commission on the following items:

- Establish a committee of stakeholders willing to work with the Road Commission to develop a transparent process based on best practices that meets the needs of all;
- Develop low impact approach options that fit with the rural appeal of our county.
- Review studies or research on which the paving and curbing policy is based and if possible, provide this information to the group by October 13th.
- Resolving concerns regarding analyzing each request/permit based on the specific circumstance.

Management Reports:

Wagner:

-Abandon three roads in Empire Township: Wagner reported being invited to Empire Township's November meeting to discuss this topic as well as to answer any questions regarding what we have heard about the proposed 2019 IRONMAN event.

Seth Road: A group of property owners have expressed interest in potentially abandoning a part of Seth Road in exchange for creating a new extension of this road. After conducting some additional research and consulting briefly with our attorney, it appears there is precedent to support this endeavor. Staff will be meeting with the various parties involved on November 1, 2018 to discuss the next steps in this process.

Johnson and Nedow provided brief reports to the Board.

Follow up discussion: citizen request to revise Commercial Driveway Policy:

The Board heard comments from Doug Matthies (owner of French Road Cellars LLC/Big Paw Vineyard Services LLC), Charles Edson (Proprietor Bel Lago Vineyards & Winery) Nate Griswold (owner of Inhabitech) Leelanau County Board of Commissioners – District 5 representative Patricia Soutas-Little and Laura Matthies why they feel the Road Commission's Commercial driveway policy requiring concrete curbing should be either discontinued or modified to include alternative concepts that they feel would be less intrusive on landscaping in keeping with the rural setting of Leelanau County. Specifically, the group is here to ask the Board to move forward with establishing a committee of stakeholders to work with the Road Commission to develop a transparent process of alternatives to the concrete curbing that would be acceptable to all.

Calhoun thanked those who addressed the Board. He informed the audience that while he would be willing to continue discussions on this matter, he feels it would be prudent, given the magnitude of the request, to wait until all three Board members are present before making any commitments (consistent with past Board-practice whenever a member is absent). He also pointed out that the Road Commission Board is expanding to five members January 1, 2019 with at least two new members being added. Calhoun also stated he has already engaged in preliminary discussions with staff who are in the process of exploring possible alternatives which he feels should be discussed by the full board.

Joyce stated that he feels this is a serious issue and he would prefer to move forward today with creating a committee. Calhoun disagreed, stating again that he would prefer to wait for Popa to be present before making any plans.

Calhoun assured the audience that the Board would schedule this topic for their November 6th meeting at which time a decision would be made how the Board would proceed.

Leica Geosystems Lease agreement proposal:

Wagner was recently approached by Leica Geosystems who offered to enter into an agreement with the Road Commission that would allow them to affix a small receiving antenna onto a building at our Maple City facility. In exchange, they are offering to compensate us at a rate of \$1,250.00 per year. Since it is not a contract, either party can terminate the agreement at any time with a 60 day notice. Also, the device weighs less than a standard satellite TV dish, does not require internet connection and would not interfere with our radio, telephone or internet reception/connections.

After reading the documents, and in consideration of the fee offered, Wagner is recommending that we enter into the agreement.

Motion by Joyce, supported by Calhoun to authorize the Managing Director to enter into a hosting agreement with Leica Geosystems to allow them to install an antenna at our Maple City facility in exchange for an annual payment of \$1,250.00.

Discussion: Joyce asked several questions about the lease. He also voiced his concerns that entering into the agreement would lead to the Road Commission receiving other offers from vendors/contractors seeking permission to install their equipment on Road Commission property. Wagner assured Joyce that the agreement can be terminated by either party with advanced notice and does not obligate us to honor similar requests in the future.

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

Local Pavement Warranty Program:

Introduced at the October 2, 2018 regular meeting, this request from the County Road Association for us to fulfill our obligation by adopting a Local Pavement Warranty Program as required by recent legislation when the Transportation Funding Package of 2015 was adopted. The CRA provided two resolution templates which Wagner used to draft the following resolutions for the Board to adopt.

Resolution 18-06: adopt a Local Pavement Warranty Program:

Motion by Joyce, supported by Calhoun to adopt Resolution 18-06 which reads as follows:

WHEREAS, the Michigan Legislature (MCL 247.662, 247.663) requires each county road agency to adopt a Local Agency Pavement Warranty Program that was approved by the Michigan Department of Transportation in 2018;

WHEREAS, the Michigan Local Agency Pavement Warranty Program was developed by the Local Agency Pavement Warranty Task Force for use by all 83 county road agencies in the format approved by the Michigan Department of Transportation in 2018;

WHEREAS, the Michigan Department of Transportation has reviewed and approved the Michigan Local Agency Pavement Warranty Program consisting of Special Provisions (Boilerplate, Concrete, HMA, Location, Pass-Through Warranty Bond); a Warranty Bond Form and Contract Form; and Guidelines for Local Agency Pavement Warranty Programs;

NOW THEREFORE BE IT RESOLVED, the Leelanau County Road Commission hereby adopts the Michigan Local Agency Pavement Warranty Program and accompanying documents in accordance to the requirements of MCL 247.662 and 247.663;

BE IT FURTHER RESOLVED, this resolution is made a part of the minutes of Leelanau County Road Commission's meeting on October 16, 2018.

Roll call vote: Calhoun - aye and Joyce - aye. Absent: Popa - Resolution is hereby adopted.

Resolution 18-07: implement a Local Pavement Warranty Program:

Motion by Joyce supported by Calhoun to adopt Resolution 18-07 which reads as follows:

WHEREAS, The Michigan Legislature created a requirement (MCL 247.662, 247.663) as part of the Transportation Funding Package of 2015 that requires each county road agency to adopt a Local Agency Pavement Warranty Program that was approved by the Michigan Department of Transportation in 2018;

WHEREAS, the Leelanau County Road Commission adopted the Michigan Local Agency Pavement Warranty Program on October 16, 2018;

WHEREAS, the Leelanau County Road Commission agrees to consider a local pavement warranty on each project that includes \$2 million or more in paving-related items and includes any state or federal funds;

WHEREAS, the Local Agency Pavement Warranty Program law requires each county road agency to report annually on each project that includes \$2 million or more in paving-related items and includes any state or federal funds, whether or not a warranty was utilized in the project;

WHEREAS, the Leelanau County Road Commission agrees to implement the Michigan Local Agency Pavement Warranty Program consistent with the Guidelines for Local Agency Pavement Warranty Program document that was approved by the Michigan Department of Transportation in 2018; and which the Leelanau County Road Commission's adopted Implementation Policy defines the Leelanau County Road Commission's intent of its pavement warranty program;

NOW THEREFORE BE IT RESOLVED, the Leelanau County Road Commission hereby agrees to implement the Local Agency Pavement Warranty Program and annually report in accordance with the law.

Roll call vote: Calhoun - aye and Joyce - aye. Absent: Popa - Resolution is hereby adopted.

Request to schedule a public hearing - 2019 Road Commission budget:

Motion by Joyce, supported by Calhoun to schedule a public hearing for Tuesday, December 4, 2018 at 1:15 p.m. so that the Board can hear public input regarding the proposed 2019 Road Commission budget.

Discussion: none.

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

Motion to adjust the 2018 Road Commission budget:

Nedow provided a written list with explanations for adjusting the 2018 Road Commission budget line items for financial activity through the end of September 2018. Additional adjustments, if needed are expected to be submitted for Board approval in late December.

Motion by Joyce, supported by Calhoun to adjust the 2018 Road Commission budget as follows:

Revenues: State Trunkline TWA - increase \$150,000.00; State of Michigan General Fund Distribution - increase \$845,000.00; Other Contributions - increase \$10,000.00; Fees/Permits - increase \$35,000.00; Gain on Sale of Equipment - increase \$25,000.00; Interest Income - increase \$10,000.00 and Allowance for Depreciation - increase \$35,000.00.

Expenditures: Preservation-Primary Roads - decrease \$500,000.00; Preservation-Local Roads - increase \$500,000.00; Routine Maintenance-Primary Roads - increase \$250,000.00; State Trunkline TWA - increase \$150,000.00; Equipment Expense - increase \$30,000.00 and Administrative Expense - increase \$75,000.00.

Discussion: none.

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

Public Comments:

- Ron Zaryczny: Thanked the Board expressing an interest in revising our commercial driveway standards and for listening to the comments and viewpoints offered by the audience these past two meetings.
- Charlie Edson, Nate Griswold and Laura Matthies offered additional comments on the pending request to revise the Road Commission's commercial driveway policy.

Commissioner Comments:

Joyce provided his views on the importance of listening to the public regarding our Commercial driveway standards as evident by the conference room being packed these past two meetings.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEECLANAU COUNTY

By  _____
Jim Calhoun, Chairman

By  _____
Robert Joyce, Member

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

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, November 6, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as presented.

Vouchers 41200 thru 41240 in the amount of \$229,915.11 - approved for payment.

Minutes from the October 16, 2018 regular meeting - approved as presented.

Public Comments: None.

Communications:

-Email dated October 18, 2018 from Doug Matthies representing the Citizens for Aesthetic & Affordable Approaches. In his message, Matthies confirmed Centerville Township did not send a letter supporting his group's initiative to the Road Commission as he had claimed during the October 16th Road Commission Board meeting. Matthies instead provided a copy of the July 10, 2018 Centerville Township meeting minutes when the group brought their concerns to the Township Board wherein the Township Board expressed their opinion that CAAA should work with the Leelanau County Road Commission on this issue. Matthies also included a copy of an email he received from Centerville Township Supervisor Schwantes who had contacted Managing Director Wagner who conveyed his willingness to meet with the group to discuss their request in person.

Wagner informed the Board nobody from the group had contacted him prior to the October 16th Road Commission meeting.

-Email dated November 1, 2018 from Allan McKisson in which he presented a mission statement on behalf of the Citizens for Aesthetic & Affordable Approaches.

Management Reports:

Wagner:

-Request to install stop sign at the Fifth Street/Cedar Street in Leland: Wagner reported completing the collecting of speed data earlier this month on this stretch of road after school had resumed as staff had been directed to do. The results confirmed that motorists are driving within the 85th percentile of the existing 25 mph speed limit which does not support a change in the speed limit or further consideration for a new stop sign.

-Seth Road: After meeting with a group of property owners at our office on November 1, 2018, Wagner reported this group will be deciding soon whether they wish to proceed with the abandonment/ROW exchange for a segment of Seth Road. The group would be funding the design and road improvements as a voluntary contribution by the property owners benefited, or through a special assessment district administered by the Township should they get the needed support to go that route.

-The number of utility permits received this year has been abundant, ten times more than what was processed four years ago. Addressing them has taken a significant amount of time resulting in Wagner reviewing how we are staffed for this function.

-Reported he and Johnson were invited to attend a meeting with the consultant selected to design the last leg of the Sleeping Bear Heritage trail along with the other regulatory agencies who would be involved in the project. They are narrowing their route options and likely will be presenting their work to our Board sooner than later. All of the options they are considering involve some degree work of within the county road right of way.

-Request from the CRA to adopt a resolution opposing SB 396. This is a bill contains many items that would place our road network in grave risk for damage by the logging industry. Wagner prepared a resolution for the Board to adopt that will be addressed later in the meeting.

Johnson provided his report to the Board and offered his thoughts on what activities qualify for safety funding (such as guardrail replacement where the project is clearly defined, is of significant size to justify the design process) and why it would not be cost effective to use these funds on street/road signs.

Follow up discussion: citizen request to revise Commercial Driveway Policy:

Wagner provided a written recommendation to the Board in which he suggested the concerned citizens designate three spokespersons to meet with Staff to hear their concerns, discuss alternatives and perhaps present the Board some ideas to consider instead of continuing with large-scale discussions at the Board level. He pointed out that much of what some of the group members had said during public comment was factually incorrect and that staff has yet been asked to sit down with group members to have a purposeful discussion.

Wagner suggested Staff could coordinate a meeting in short order and be in a position to present suggestions in draft form within a month or two once the group has designated their representatives. He concluded his memo with a sample motion.

Popa stated he liked the motion but would prefer it to include a time limit of 90 days. Calhoun and Joyce stated they liked the motion as presented.

Motion by Popa to direct Staff to meet with three members of the community to be designated by the Citizens for Aesthetic and Affordable Approaches to listen to their collective concerns, review any proposals they may wish to present, and make recommendations that may result for the Board to consider regarding our current driveway standards and practice, and that this process conclude within 90 days.

Motion fails for lack of support.

Motion by Calhoun, supported by Joyce directing Staff to meet with three members of the community to be designated by the Citizens for Aesthetic and Affordable Approaches to listen to their collective concerns, review any proposals they may wish to present, and make recommendations that may result for the Board to consider regarding our current driveway standards and practice.

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

Request to adopt Resolution 18-08 - Oppose Senate Bill 396

Motion by Joyce, supported by Calhoun to adopt Resolution 18-08 which reads as follows:

WHEREAS, Roads are the backbone to the social, cultural and economic stability of Leelanau County and our region; and

WHEREAS, Senate Bill (SB) 396 (S-5) passed and reported out of the Senate Transportation Committee on September 6, 2018, allows exemptions from seasonal weight restrictions (also known as "frost laws") to the forest product industry during the spring thaw when roads are the most vulnerable to damage from heavy loads; and

WHEREAS, It is a fact in Leelanau County and throughout all Northern states that roads become soft in the spring as frost melts, and applying unrestricted 164,000-pound truck loading and traffic on soft roads, whether paved or unpaved, is poor public policy that defies common sense when it comes to road preservation, and will lead to significant damage to the road system, economic damage in Leelanau County and increased risk to drivers in our region; and

WHEREAS, SB-396 also grants exemptions to the forest industry that will allow the hauling of forest products and transport of equipment on the public road system without obtaining proper permits from road authorities at all times of the year; and

WHEREAS, the provisions of SB 396 **will result in costly damage to the public road system which is the opposite of what the Michigan Legislature and the people of Michigan called for in the 2015 Michigan Transportation Package**; and

WHEREAS, the provisions of SB 396 **will negatively impact the traveling public** accessing the road system, burdening road authorities with expensive reactive maintenance repairs and significantly increased taxpayer costs, as well as increased county and township contributions to maintain the public road system; and

WHEREAS, the provisions in SB 396 and subsequent impacts to the local road system will negatively impact the health, safety and welfare of Leelanau County residents and the traveling public; and

WHEREAS, the Leelanau County Road Commission and the other county road agencies work closely with the logging industry to accommodate this valuable contributor to the Michigan economy, while also continuously monitoring road conditions and permitting the logging industry to move equipment and material on roads when the roads can structurally support such loading without negatively impacting the road system and the traveling public;

THEREFORE, BE IT RESOLVED, that the Leelanau County Road Commission hereby **strongly opposes** SB 396 (S-5).

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

Public Comments:

Allan McKisson, Charlie Edson, Doug Matthies and Patricia Soutas-Little thanked the Board for listening to their concerns. Each requested the motion be revised to include five members of their group instead of three, citing their belief that having five members is necessary in the event some group members cannot attend during the holidays and winter months.

Suttons Bay Township resident Tom Eckerle advised the group to also consider including standards for large agricultural operations.

Motion by Joyce, supported by Calhoun to amend the previous adopted motion and change the number of members designated by the Citizens for Aesthetic and Affordable Approaches from three to five members. Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

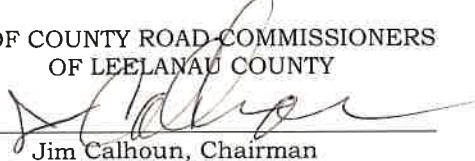
Calhoun informed the audience that he knows this process is not going as fast as some may like, he would prefer not to rush and get it right the first time.

Popa encouraged the group to ensure they do their research prior to meeting with Staff.

Commissioner Comments: None.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
John Popa, Vice-chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to the Board

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 20, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as presented.

Vouchers 41241 thru 41289 in the amount of \$115,365.46 - approved for payment.

Minutes from the November 6, 2018 regular meeting - approved as presented.

Public Comments: Suttons Bay Township Trustee Tom Nixon thanked the Road Commission for paving Nanagosa Trail this past summer and for the positive, professional manner and comments Nixon and his wife heard from Leelanau County Road Commission employees during this road project.

Appointments:

At 1:03 p.m. Wagner opened the planning meeting for the programming of projects to potentially be funded through the Local Rural Task Force Program for the State of Michigan's fiscal years 2020-2023. In attendance: Networks Northwest representative Michael Woods, BATA Director Kelly Yaroch, Centerville Township Supervisor Jim Schwantes, and Suttons Bay Township Trustee Tom Nixon.

Wagner explained that projects must be located on federal aid eligible highways (including those in the villages) that have been functionally classified as a major collector or higher according to the National Functional Classification (NFC) System or eligible transit capital projects. Those who may wish to identify any projects that could be added to the illustrative list in the event any additional funds become available within the Regional Rural Task Force could do so at this meeting.

Johnson provided a list of eligible primary roads by classification including those projects previously approved so that existing projects could be revised or priorities changed based upon current needs of the agencies. The resulting list of projects from this meeting will be presented at the Northwest Michigan Regional Transportation Committee 10C for inclusion in the Statewide Transportation Improvement Program (STIP). The current list has CR-677 south of M-72 as the highest priority, followed by CR-641 (from M-72 to M-204) which has been broken up into eight separate segments/projects. Johnson noted that in order to extend the life of this road, an overlay should be considered before the road bed deteriorates further, requiring more extensive work.

Yaroch stated she would like to submit a list of eligible capital purchases she would like included on the illustrative list. Her list to be forwarded to Woods after the meeting.

Communications:

-Letter dated October 8, 2018 from County Road Association Self-Insurance Fund Administrator Jim deSpelder announcing the Road Commission made the Risk Control Honor Roll list for 2018 for achieving a Workman's Comp experience modification factor less than 1.0. deSpelder's letter explained that the modification factor essentially means that our losses over the past three years have been below the anticipated losses for a road commission with a similar payroll. The award was presented at the CRASIF annual membership meeting on September 12th but unfortunately no one from Leelanau was there to receive the award.

Popa asked if there are plans to inform the work crew of this achievement suggesting to include a memo along with the men's paychecks.

Management Reports:

Wagner:

-Training: Winter operations training with MDOT was conducted since our last meeting. Mike Phillips from MCRSIP completed reasonable suspicion training that included staff from surrounding road commissions. It is a legal requirement for a supervisor to undergo this training in order to request an employee submit to testing for reasonable suspicion of being under the influence of drugs and/or alcohol.

-Wagner reported meeting with Leelanau County Building Official Paul Hunter to see if his department would assist us by requiring our agency sign off before they issue an occupancy permit. Hunter seems willing to accommodate our request as the Construction Codes Authority is pursuing software enhancements to help them improve their permit tracking system.

Johnson reported notifying area utility companies of our winter work restrictions due to recent snowy weather, making it dangerous to work within the road right of way when our trucks are plowing. In addition, he reported that he learned at the last Paul Bunyan Council meeting, Ottawa County Road Commission gave MDOT their twelve month notice that they are opting out of their Trunkline maintenance contract.

With Monroe County Road Commission, this makes two agencies that have opted out of their state contract, citing a deteriorating relationship with their respective MDOT TSC offices and a lack of an adequate summer budget to support summer-time Trunkline maintenance activities.

Popa offered a suggestion to staff for the CR-616 culvert replacement project listed on the eligible federal aid project list: to have design plans and engineering work done now in the event the Grand Traverse Band of Ottawa & Chippewa Indians or other agencies locate funds for replacing this culvert earlier than anticipated.

Wetland Banking Agreement:

Motion by Joyce, supported by Popa to authorize the Chairman and the Managing Director to sign a Regional Wetland Bank Participation and Reimbursement Agreement for the Paul Bunyan Council and to authorize the First Amendment to said Agreement.

Discussion: Popa asked for clarification how the reimbursement works in the event Grand Traverse County Road Commission is not reimbursed for costs and expenses incurred in connection with the program. Wagner stated that the agreement was modified so that each participating road commission, including Grand Traverse County, would pay an equal pro-rated amount spread among those road commissions participating so that Grand Traverse County Road Commission would not be forced to absorb the entire liability.

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

Renew Subdivision Street Maintenance Agreement with Grand Traverse Band of Ottawa & Chippewa Indians:

Wagner reported the current five-year agreement for providing winter maintenance for several tribal streets expired on October 31, 2018 and he is recommending executing a renewal that is valid from November 1, 2018 through October 31, 2023.

Motion by Joyce, supported Popa authorizing the Chairman to execute a new five year tribal street maintenance agreement between the Leelanau County Road Commission and the Grand Traverse Band of Ottawa & Chippewa Indians that would be effective as of November 1, 2018.

Discussion: Popa stated that while he does not have any objections to executing the agreement, he would suggest editing the agreement to reflect the Road Commission's current staffing positions.

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

Request for year-end additional payment of \$150,000.00 to MERS toward paying down the Road Commission – Defined Benefit pension plan's unfunded liability.

Nedow reported his year-end cash forecast is sufficient to allow for an additional contribution as has been authorized by the Board for the past several years. At December 31, 2017 the MERS actuarial statement is showing our unfunded pension liability to be approximately \$1,300,000.00 and that the accelerated funding plan put in place several years ago has closed the under-funding gap considerably. While market returns on the pension investments for 2017 and 2016 exceeded the rate of return assumption of 7.75%, this year's return rate is significantly less and any additional contribution would help whittle away at the unfunded pension liability. Nedow asked the Board for two motions: one to amend the 2018 budget and a second to authorize Nedow to make the payment before the end of December.

Motion by Popa, supported by Joyce to amend the 2018 Expenditure budget by increasing the Fringes & Insurance line item by \$150,000.00 to accommodate the additional voluntary MERS funding.

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

Motion by Joyce, supported by Popa to authorize Nedow to make an additional \$150,000.00 payment prior to December 31, 2018 to MERS of Michigan to apply against the Road Commission's defined benefit unfunded liability.

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

Authorization to increase fixed monthly employer contribution to MERS defined benefit plan for 2019:

To further accelerate the paying down of the defined benefit unfunded liability, Nedow asked the Board if there were any objections if he increased the payment from \$40,000.00 per month to \$50,000.00 per month starting in January 2019. If none is offered, the 2019 budget for pension costs will reflect this additional funding. No objections were offered.

Public Comments: None.


Commissioner Comments: None.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
John Popa, Vice-chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to the Board

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 4, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Managing Director Dan Wagner, Engineer James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as presented.

Vouchers 41291 thru 41326 in the amount of \$67,078.22 - approved for payment.

Minutes from the November 20, 2018 regular meeting - approved as presented.

At 1:03 p.m. Wagner requested the Board go into closed session including Wagner, Johnson and Nedow.

Motion by Popa, supported by Joyce to go into closed session so that the Board can confer with their corporate counsel Bill Henn regarding an ongoing lawsuit filed by the Road Commission against the Haley's who erected a fence in the Glen Eden Drive – Glen Arbor right of way and refuses to remove it.

Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved and the Board entered into closed session at 1:03 p.m.

At 1:15 p.m. the Board returned to open session.

Motion by Popa, supported by Joyce to authorize attorney Bill Henn to move forward with the legal proceedings in accordance with the guidance provided to us by Henn in closed session.

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

Public Comments: Leelanau Enterprise reporter Eric Carlson introduced himself and updated the Board on the Enterprise's effort to hire a new reporter who would likely be assigned to cover our meetings.

Communications: Wagner provided a summary of the Affidavit and Claim – Small Claims filed against the Road Commission by Jeremy and Michael Connolly who are seeking damages incurred to their home on May 4, 2018 as the result of Gills Pier Road flooding when the area was inundated by heavy rains. The plaintiff is alleging the damage was the result of "infrastructure malfunction of the drainage on N. Gills Pier and a failure to maintain and repair by the Leelanau County Road Commission".

Wagner explained that the Road Commission's insurance Pool had denied the applicants request to cover the damages sought. Since this suit was filed, the lawsuit had been re-assigned to District Court so that our Pool can litigate the case on our behalf. Wagner fully expects the case to go in our favor.

Heard brief reports from Wagner, Johnson and Priest. Wagner confirmed his earlier email sent to the Board that he will be resigning his position from the Road Commission effective December 14th.

Appointments: 2019 Road Commission budget public hearing:

At 1:20 p.m. Calhoun opened the public hearing to listen to comments regarding the proposed 2019 Road Commission budget. Nedow provided a summary of the criteria used to generate the budget assumptions and how the various categories were calculated. This year's draft budget shows an increase in revenues of over \$1.5 million dollars due primarily to an expected increase in the Michigan Transportation Fund funds forecasted by the Michigan Department of Transportation and from the sale of 2019 federal aid to the Road Commission of Oakland County. Expenditures are also anticipated to rise as seal coat emulsion costs are expected to increase as are pension, health insurance and other labor related costs. Capital Acquisition is also increasing as several worn pieces of equipment are due to be replaced. Finally, a larger amount has been budgeted for paving projects next year as well. Nedow asked the Board to digest the contents of the various schedules and bring their questions to the next meeting when the budget is to be adopted prior to the end of the year.

No comments were offered for or against the budget, either oral or written.

Calhoun then closed the public hearing at 1:35 p.m. and returned to open session.

Appointing an interim Manager/search for replacement:

With Wagner leaving the Road Commission, discussion ensued on appointing an interim Manager pending finding a replacement.

Motion by Joyce to appoint Dave Priest as interim Manager effective immediately. With no support, the motion failed.

Motion by Popa to appoint Engineer James Johnson as interim Manager. Popa's motion was supported by Calhoun.

Discussion: Joyce asked if the appointment would be effective immediately at which time Popa's original motion was withdrawn and amended. Motion by Joyce supported by Popa to appoint Engineer James Johnson as interim Manager of the Leelanau County Road Commission effective immediately.

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

Further discussion ensued as to how to proceed with soliciting resumes for a new Manager. Nedow asked for clarification as to what criteria the Board would like him to use when advertising for this position. He pointed out that Johnson is expected to retire within the next few years and that the Board should consider a legacy plan now when considering the new manager's credentials. A copy of the Managing Director's job description was included in the meeting packet to use as a reference.

Calhoun suggested forming a committee with staff members who would sift thru the applications received and hold preliminary interviews to narrow down the field to three or four perspective candidates for the Board to interview in open session. Popa suggested posting the same advertisement that was published the last time the Board sought a Manager and that he would like to see all the applications as they came in. Joyce rejected the concept of a committee, stating such a move would be going backwards. He opined that the advertisement should be for a Manager and not for an Engineer-Manager.

Motion by Joyce to direct staff to draft an advertisement seeking a Managing Director and to bring it back to the Board to approve the wording of the ad. With no support, the motion failed.

Motion by Calhoun directing staff to start the process of finding a replacement manager as doing so would start the process. With no support, this motion also failed.

Further discussion ensued as to clarify the intent of Calhoun's motion. Comments were also voiced by Road Commissioner Elect Tom Eckerle from the audience.

Motion by Calhoun supported by Popa directing staff to start the process of finding a replacement Manager by using the same language that had been advertised previously the last time the Board sought a Manager.
Ayes: Calhoun and Popa. Nays: Joyce. – Motion is approved.

Reschedule first meeting in January 2019:

With the first Tuesday in January being New Year's Day, Nedow suggested rescheduling the 2019 organizational and regular meeting.

Motion by Popa, supported by Joyce to reschedule the January 1, 2019 organizational – regular meeting to Wednesday, January 2, 2019.
Ayes: Calhoun, Popa and Joyce. Nays: None. – Motion is approved.

Administrative raises:

Wagner provided a written recommendation for administrative raises for the ensuing year for a 2.0% cost of living adjustment for all staff members with additional salary adjustments for Johnson and Nedow. The recommended salaries are as follows: Fleet and Facility Manager - \$52,139.45; Maple City Foreman - \$55,681.00, Superintendent - \$64,681.88, Engineer/Manager \$77,834.19 and Finance Manager \$57,778.61. Johnson's increase is due to his assuming the dual role of Engineer/Manager with Wagner's departure and Nedow's raise is to bring him to a similar level as what other Finance Managers in the Paul Bunyan Council are being paid.

Motion by Popa, supported by Calhoun to accept the 2019 Administrative staff wage recommendations presented by Wagner and for them to become effective at the start of the first pay period in 2019. Further, Johnson's salary is to be increased \$333.33 (1/12 of \$4,000.00) effective immediately for the month of December for assuming the duties of the Manager.

Discussion: Joyce objected, stating his opinion that raise considerations should be postponed until the new Board has been seated in January 2019 so that the two new members can have their say. Popa disagreed, stating his opinion that granting raises beforehand has been the Board's past practice for several years now and he would prefer to not deviate from doing so now. Calhoun agreed, stating to Joyce that the new Board, when seated, could consider rescinding the pay raises at that time if the majority votes to do so.

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

Offer from P. K. Contracting to extend 2018 highway painting prices to 2019:

In a letter dated December 4, 2018 from Doug Kinkema, P.K. Contracting is anticipating a price increase from their paint supplier in 2019. They are therefore offering to extend the same pricing for 2019 as they did for 2018 if we agree to do so now. With few choices in highway painting contractors available, Johnson recommends accepting the offer as doing so would be in our best interests.

Motion by Joyce, supported by Popa to authorize Johnson to accept the offer from P. K. Contracting to extend their 2018 highway painting prices for 2019. Joyce also asked staff to verify whether or not prices did go up for those that did not extend their prices so that we can be sure the offer wasn't a scare tactic by the supplier.

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


Public Comments: None.

Commissioner Comments: Calhoun and Popa extended their appreciation to Wagner for all his efforts while performing his role as Managing Director and both wished him success with his future endeavors.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By 
Jim Calhoun, Chairman

By 
John Popa, Vice-chairman

By 
Robert Joyce, Member

Attest: 
Joel T. Nedow-Secretary to the Board

A regular meeting of the Board of County Road Commissioners of Leelanau County was called to order by Chairman Jim Calhoun at 1:00 p.m. on Tuesday, December 18, 2018 at 10550 E. Eckerle Road, Suttons Bay, Michigan. Present: Chairman Jim Calhoun, Vice-chairman John Popa, Member Robert Joyce, Engineer-Manager James C. Johnson and Finance Manager/Secretary to the Board Joe Nedow. Guests were present.

Agenda: Approved as presented.

Vouchers 41327 thru 41369 in the amount of \$256,883.70 - approved for payment.

Minutes from the December 4, 2018 regular meeting and December 4, 2018 closed meeting - approved as presented.

Public Comments: None.

Appointments: None.

Communications: Johnson reported receiving an email from Gayle Cummings, Administrator of MCRC SIP who handles our liability coverage. Cummings forwarded a memo drafted by attorney Wendy Hardt that explains our responsibility regarding marijuana in the workplace which she recommends distributing to all employees and posting a copy at both work locations immediately so there is no uncertainty or confusion on this subject. Johnson informed the Board of his intent to distribute this memo to all employees to let them know the impact of the new legislation legalizing recreational marijuana use.

The email also stated Cummins would be working shortly on an addition to the Pool's Personnel Manual to incorporate this information.

The memo written by Hardt evaluates our obligation as employers in this "new" work environment. While there does not appear to be any change with respect to the DOT regulations for our CLD drivers, it does impact non-CDL employees that may need to be treated differently when complying with the Drug Free Workplace Act rules about marijuana use. The memorandum further states that the Road Commission will not permit any employee to work or be on duty while under the influence of marijuana or to use marijuana while at work or on duty. Unlike DOT testing, random testing for non-CDL employees is not allowable. Those employees would be subject to reasonable suspicion testing. If tested positive while at work or on duty, any employee would be subject to disciplinary action up to and including discharge.

Further discussion ensued. Joyce pointed out that unlike alcohol, marijuana can be present in a person's system for up to thirty days and he wanted to be clear as to the intent of the memo.

Johnson provided a report on the following topics:

- Johnson recently attended a training session in which he learned that PA 325 of 2018 requires all Road Commissions with more than a certain number of road miles to have an Asset Management Plan in place by September 2021.
- At the last 10C Rural Task Force meeting, Johnson was able to secure an additional \$129,370 in federal funding for 2019 for the CR-669 culvert replacement project. In addition, he also mentioned that the federal aid project for CR-641 from M-72 north to Lakeview Hills Road has been split up into three separate projects for years 2021, 2022 and 2023.
- Johnson also stated that he expects to go out for annual material bids later this winter and solicit paving bids later this spring once he is satisfied asphalt cement prices have stabilized.

Request for Grandfather Status for increased usage of existing commercial driveway (Our Majestic Trail @ CR-633):

Johnson reported receiving a commercial driveway permit application request from Michael Vandenberg. Several years ago, Vandenberg received approval from then Assistant Manager Newman to build a commercial driveway (Our Majestic Trail) accessing CR-633 that did not meet the Road Commission's site distance requirement at that time. Vandenberg would like to further subdivide his property (create additional lots) which would change the usage of the private drive requiring the current standards to apply. Johnson noted that before the applicant proceeds, he has asked permission to allow the existing driveway to remain where it had been built as there is nowhere else on his property that would be able to achieve adequate site distance. Even though the driveway location does not meet our current standards, Johnson is recommending the location should be allowed as grandfather status given the previous approval given.

Further discussion ensued whether or not the current curb and gutter standards should apply. To clarify, Johnson stated the request is for the location only at this time as the applicant had not objected to upgrading his driveway to our current commercial driveway standards.

Motion by Joyce, supported by Popa to grant grandfather status to Michael Vandenberg for current location of Our Majestic Trail, a commercial driveway accessing CR-633 as previously approved by the Leelanau County Road Commission.

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

Request to adjust 2018 Road Commission budget:

Nedow presented his final budget adjustment recommendations for the end of this year which he supported with explanations for each category adjustment.

Motion by Joyce supported by Popa to adjust the 2018 Road Commission budget as follows: Revenues: increase Snow Removal Fund \$60,000.00; increase Forest Road Fund \$50.00; increase State Trunkline Routine Maintenance \$70,000.00; Decrease Township Contributions \$70,000.00 and shift these funds to Other Contributions; decrease ECRS/BIA Grants \$225,000.00; increase Fees/Permits \$8,000.00 and increase Gain on Aggregate \$5,000.00.

Expenditures: Increase Local Road-Routine Maintenance \$200,000.00; increase State Trunkline Routine Maintenance \$70,000.00; decrease Capital Acquisitions \$50,000.00 and increase Equipment Expense-Net \$150,000.00.

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

Resolution 18-09: approve 2019 Road Commission budget:

Joyce stated that he does not support the proposed Capital Acquisitions line item for an engineer/survey truck when, in his opinion an old truck from the current fleet should be utilized with the funds allocated for this line item be re-directed into a road maintenance category.

Popa disagreed, voicing his opinion that the budget should be approved as presented. After further discussion, Nedow offered a compromise, suggesting the \$50,000.00 could instead be channeled into another piece of equipment within the same category so that budget adoption resolution would not need to be modified. Calhoun agreed and asked for a motion.

Motion by Joyce, supported by Calhoun directing Nedow to edit the proposed 2019 Road Commission budget as follows: For Capital Acquisitions - remove the line item for "Engineer/Survey truck" and allocate the \$50,000.00 into the cost of the rubber tire excavator.

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

Motion by Popa, supported by Joyce to adopt Resolution 18-09 which reads as follows:

BE IT RESOLVED, that a public hearing was held on December 4, 2018 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, 2018. This resolution adopts proposed revenues and expenditures as presented in the accompanying budget document. Total revenues are adopted as \$9,071,935.00 and total expenditures as \$9,086,500.00, 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, 2019.

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

2019 Road Commission Budget Summary

Beginning cash at 1-1-19: \$718,000.00 (Estimated)

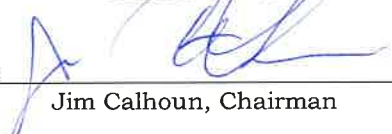
REVENUES		EXPENDITURES	
<u>Transportation Funds:</u>		<u>Primary Roads:</u>	
Engineering	\$10,000.00	Preservation-Structural Imp.	\$1,000,000.00
Primary Roads	\$2,937,800.00	Routine Maintenance	\$1,511,000.00
Local Roads	\$1,475,200.00		
Primary Roads-Urban	\$83,050.00	<u>Local Roads:</u>	
Local Roads-Urban	\$39,100.00	Preservation-Structural Imp.	\$1,200,000.00
Snow Removal Funds	\$250,000.00	Routine Maintenance	\$2,059,000.00
Forest Road Funds	\$39,750.00		
State Maintenance	\$625,000.00	State Maintenance	\$625,000.00
State - TWA/Audit refund	\$88,400.00	State - TWA	\$23,400.00
Township Contributions	\$490,000.00	Capital Outlay-Net	\$1,104,000.00
Taxes Receivable	\$1,300,135.00	Equipment Expense - Net	\$21,000.00
Salvage Sales	\$3,000.00	Fringes & Insurances	\$1,407,700.00
Contributions: Other/public	\$15,000.00	Administrative Expense - Net	<u>\$135,400.00</u>
BIA/Other Grants	\$225,000.00		
Permits & Fees	\$60,000.00		
G/L on Disposal of Equipment	\$47,000.00		
Interest Earned	\$12,000.00		
Allowance-Depreciation	\$800,000.00		
Gain on Aggregate	<u>\$12,000.00</u>		
Total Revenues:	\$9,071,935.00	Total Expenditures	\$9,086,500.00
		Estimated ending fund balance at 12/31/19:	\$703,435.00


Public Comments: None.

Commissioner Comments: None.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF LEELANAU COUNTY

By  _____
Jim Calhoun, Chairman

By  _____
John Popa, Vice-chairman

By  _____
Robert Joyce, Member

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