

CHARLEVOIX COUNTY ROAD COMMISSION
DECEMBER 31, 2015 REGULAR MEETING MINUTES ~ 9:00am
(MOVED FROM DECEMBER 28, 2015 TO ALLOW FOR YEAR END FINANCIAL PREPARATION)

True copy

Chairman Way opened the meeting at 9:00am.

Chairman Way, Commissioners MaGee and Ogden, CCRC manager Patrick Harmon and CCRC clerk Frank D Wasylewski attended along with County Commissioner Shirley Roloff. Also in attendance, Shop Foreman Mick Luchenbill, Michigan Cat representative Chris Overmire and Ken Glazier. CCRC staff engineer James Vanek absent (vacation).

Commissioner Ogden moved to accept December 14, 2015 regular meeting minutes as presented; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Shop Foreman Mick Luchenbill addressed concerns regarding purchase of used Cat M318D Excavator.

Commissioner Ogden moved to purchase one (1) 2012 used Cat M318D Wheel Excavator from low bidder Michigan Cat for \$192,127.82 with no trade in, seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner MaGee moved to transfer \$192,127.82 from the Equipment Fund to the General Fund to purchase CatM318D used Wheel Excavator from Michigan Cat; seconded by Commissioner Ogden.

➤ ROLL CALL VOTE: Ayes – Ogden, MaGee and Way Nays – 0 Motion carried.

Whereas, Kenneth Glazier has been a valued employee of Charlevoix County Road Commission, and

Whereas, beginning October 1998 has served the Road Commission and Charlevoix County citizens for fifteen years and five months until his January 4, 2016 retirement.

NOW, THEREFORE, BE IT RESOLVED, the Charlevoix County Road Commission Board extends to Kenneth Glazier its sincere appreciation of his dedicated services and best wishes for his retirement.

➤ ROLL CALL VOTE: Ayes – Way, MaGee and Ogden Nays – 0 Motion carried.

Whereas, Kenneth Howard has been a valued Charlevoix County Road Commission employee since November 25, 1996, and

Whereas, he served the Road Commission and Charlevoix County citizens for nineteen years and one month until his December 31, 2015 retirement.

NOW, THEREFORE, BE IT RESOLVED, the Charlevoix County Road Commission Board extends to Kenneth Howard its sincere appreciation of his dedicated services and best wishes for his retirement.

➤ ROLL CALL VOTE: Ayes – Way, MaGee and Ogden Nays – 0 Motion carried.

Commissioner MaGee moved to approve and implement Budget Amendment 3 as recommended by the Clerk for Fiscal Year Budget October 1, 2014 to December 31, 2015; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner Ogden moved to approve and implement the Fiscal Year January 1 to December 31, 2016 Beginning Budget as presented by the Clerk, seconded by Commissioner MaGee. (see <http://www.charlevoixcounty.org/ccrc.asp> for current financial information).

➤ Roll Call VOTE: Ayes – Ogden, MaGee and Way Nays – 0 Motion carried.

Ms. Roloff's report:

- Inquired on status of potential Beaver Island garage building.

Mr. Harmon's report:

- The Bargaining Unit voted to accept the new contract that expired September 30, 2015. The Commissioners need to review and take action at the January 11, 2016 meeting.

Mr. Wasylewski's report:

- Requested permission to pay outstanding fiscal year obligations as of 12/31/15. Commissioner MaGee moved to allow the Clerk, with Manager's approval, to pay outstanding expenses as of 31 December 2015, seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Mr. Ogden's report:

- Requested staff engineer identify future County millage projects as such on bid specs.

Mr. MaGee's report:

- Questioned when office flooring will be replaced.

Commissioner MaGee moved to approve Vouchers #082 through #085 for \$420,489.56; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Chairman Way adjourned at 10:13am.

Russell MaGee, Vice Chairman

Frank D Wasylewski, Clerk

December 14, 2015

**CHARLEVOIX COUNTY ROAD COMMISSION
DECEMBER 14, 2015 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman Way opened the meeting at 9:00am.

Chairman Way, Commissioners MaGee and Ogden, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Frank D Wasylewski attended along with County Commissioner Shirley Roloff. Also attending Eveline Township resident Charlotte Battjes and AIS Equipment Representative Daniel Novak (for 10am bid letting).

Commissioner Ogden moved to accept November 23, 2015 regular meeting minutes as presented; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Eveline Township resident Charlotte Battjes expressed her concern about snowplowing, especially on weekends. Battjes recently moved to Northern Michigan and lives just off Ferry Road and is disappointed in the amount of service provided compared to Southern Michigan. Commissioner Ogden and Manager Harmon explained funding limitations and snow plow routes. The Manager also corrected the presumption that her property taxes funded road commission maintenance.

Commissioner MaGee moved to transfer \$10,422 from the Insurance Fund to the General Fund for CRASIF 3rd quarter insurance premium and \$24,464.00 from the Countywide Road Millage Fund to the General Fund to pay Rieth-Riley Construction Company final Ferry Road paving invoice-\$22,935.00 and Northwest Design Group Ellsworth Road engineering-\$1,529.00; seconded by Commissioner Ogden.

➤ ROLL CALL VOTE: Ayes – Way, Ogden and MaGee Nays – 0 Motion carried.

Commissioner Ogden moved to change the December 28th Regular Meeting to 9am, Thursday, December 31, 2015 to allow for year end financial preparation; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner MaGee moved to set tentative 2016 annual township meeting dates of January 13, 19, 20 and 21; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Mr. Harmon's report:

- The State Arbitrator has denied grievance stemming from March 2015 termination.
- Two new truck drivers have started in Boyne City garage, still in need of a mechanic.
- Hired seasonal truck driver to fill opening on Beaver Island.
- Mediation for current bargaining agreement will be Friday, December 18th.

Mr. Vanek's report:

- The Manager, NDG engineers and he met with local contractors on Ellsworth Road to discuss various aspects of the project before preparing bid specs.

- Reviewing Deer Lake and Korthase Road projects to prepare bid specs. Antrim County Road Commission would like to complete the portion of Korthase Road within their jurisdiction in conjunction with the CCRC project. Vanek anticipates a February bid letting for all three projects.

Mr. Wasylewski's report:

- Received the new employer identification number (EIN) from the IRS; will begin reporting payroll taxes independent of the County effective January 1st.

10:00am bid openings:

2012 Used Wheel Excavator:

<u>CONTRACTOR:</u>	<u>BID AMOUNT</u>
Michigan Cat (M318D-2012)	\$181,127.82 (with backhoe trade-in)
	\$192,127.82 (without trade-in)

Mr. MaGee's report:

- Attended legal symposium with Manager, feels CCRC policies at this time adequately cover take over procedures for roads built to county spec.

Commissioner Ogden moved to approve Vouchers #079 through #081 for \$475,630.10; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Chairman Way adjourned at 10:14am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

November 23, 2015

**CHARLEVOIX COUNTY ROAD COMMISSION
NOVEMBER 23, 2015 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman Way opened the meeting at 9:00am.

Chairman Way, Commissioners MaGee and Ogden, CCRC manager Patrick Harmon, and CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. Also attending, Chandler Township Supervisor Dennis Howard.
CCRC staff engineer James Vanek absent (vacation).

Commissioner MaGee moved to accept November 9, 2015 regular meeting minutes as presented; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Chandler Township Supervisor Dennis Howard expressed concern regarding the proposed culvert extensions for the snowmobile trail in Chandler Township. Howard stated the fire department will have difficulty accessing water for fires and also believes spring thaw water will have difficulty reaching the stream. Howard would like the trail to run under the power line. The Manager advised the trail will run as per DNR directives, at least for this coming winter, but will monitor Howard's concerns for possible future corrections.

Commissioner Ogden moved to enter closed session to discuss current union contract negotiations via conference call with attorney, Michael Kluck; seconded by Commissioner MaGee.

➤ ROLL CALL VOTE: Ayes – MaGee, Way and Ogden Nays – 0 Motion carried.

The Board entered closed session at 9:15am, resumed regular meeting 9:30am.

Mr. Reinhardt's report:

- Thanked CCRC for repairing culvert on Fall Park Road.

Mr. Harmon's report:

- One mechanic position still remains unfilled. Employment ad is currently on Webpage and in the newspaper.
- Two drivers have been hired for the Boyne City garage and will begin November 30th.
- Travelled to Beaver Island with Northwest Design Group engineer Amanda Porath and MCRCSIP Director Michael Schultz to review building for potential CCRC garage. Both had minor concerns and will submit report detailing concerns and estimated costs to upgrade building for road commission usage. NDG will also provide cost estimate to construct a small salt storage building.
- Received annual maintenance contract Friday via email to provide service to GTB tribal roads. The contract is the same as past years.

Commissioner Ogden moved to accept and implement the Subdivision Street Maintenance agreement between CCRC and the Grand Traverse Band of Ottawa and Chippewa Indians (GTB) for the term November 1, 2015 to October 31, 2016. The agreement provides service to two short tribal

roads in Eveline Township held in trust by the Government's Bureau of Indian Affairs; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Mr. Ogden's report:

- With passage of new transportation funding bill, recommended reviewing road commission needs and equipment priorities and develop plan for anticipated revenues.

Mr. Way's report:

- Received request to gravel Miles Road shoulder.

Commissioner MaGee moved to approve Vouchers #077 through #078 for \$253,008.36; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Chairman Way adjourned at 10:06am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

November 09, 2015

**CHARLEVOIX COUNTY ROAD COMMISSION
NOVEMBER 9, 2015 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman Way opened the meeting at 9:00am.

Chairman Way, Commissioners MaGee and Ogden, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. Also attending, Scott McPherson-City of Boyne City.

Commissioner Ogden moved to accept October 22, 2015 regular meeting minutes as presented; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Scott McPherson, City of Boyne City, requested an easement across Road Commission property for a sidewalk funded under the “Safe Route to Schools” program to provide a safe course for children walking to school. The new sidewalk will begin at the Hills of Boyne subdivision, cross M75 highway and continue parallel down Beardsley Street to the school. New street lights and flashing beacon will be installed at the intersection to provide safety. Construction will begin in the spring.

Commissioner Ogden moved to grant sidewalk easement for foot traffic only along Beardsley Street to City of Boyne City and authorize Board Chairman to sign easement on behalf of Charlevoix County Road Commission; seconded by Commissioner MaGee. (The City provided a drawing for requested easement, which is on file).

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

In consideration of Charlevoix County Board of Commissioner’s resolution to rescind Resolution #15-062 in its entirety, Commissioner Ogden moved to rescind CCRC Board motion of October 13, 2015 “to approve First Amendment to Interlocal Agreement to Establish the Charlevoix County Transportation Authority Board (Ironton Ferry), Transportation Authority Act 7” (the two resolutions above were tie-barred together, and were passed before the transportation authority had time to take action on the contents. Today’s action to rescind will provide procedural relief for timely transportation authority review); seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

The Manager reported a transportation funding bill has been approved by the legislature and is waiting for the governor’s approval.

Commissioner MaGee moved to repeal policy #77-9 “Equal Employment Opportunity”, previously replaced by policy #01-3 “Equal Employment Opportunity” adopted November 26, 2001; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Mr. Harmon’s report:

- One mechanic has been hired but still need to hire one more.
- Mike Lickfeldt has accepted the position of Purchasing Agent (stock clerk).

- Currently in the process of interviewing candidates to fill open truck driver positions.
- Expressed concern with cars parking in the roadway on both sides of Bay Avenue on Beaver Island, making it difficult for road commission equipment to safely travel to and from the garage. Manager will review with Michigan State Police.
- Will travel to Beaver Island with engineer from Northwest Design Group and the risk control agent from our insurance company to review building on Beaver Island being proposed for new road commission garage to determine feasibility for usage by CCRC.
- Reported the excavator rented for the last six months has proved valuable and requested the Board pursue its purchase. Shop Superintendent Mick Luchenbill will prepare the bid specs necessary to purchase.

Commissioner Ogden moved to open bids 10:00am, Friday, December 4, 2015, for purchase of used Excavator per CCRC specs; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Mr. Vanek's report:

- Was contacted by St James Township Supervisor regarding Donegal Bay Road project bid documents. Richard Gillespie made the township aware there was a calculation error on the bid submittal that was detected after the project was complete. The decimal point for the clearing/grubbing unit price is in the wrong location. As the project is township funded it will be the township's decision how to address the issue.

Commissioner MaGee moved to approve Vouchers #074 through #076 for \$170,375.39; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Chairman Way adjourned at 10:26am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

October 22, 2015

**CHARLEVOIX COUNTY ROAD COMMISSION
OCTOBER 22, 2015 REGULAR MEETING MINUTES ~ 9:00am
(MOVED FROM OCTOBER 26, 2015 to ensure full board attendance)**

True copy

Chairman Way opened the meeting at 9:00am.

Chairman Way, Commissioners MaGee and Ogden, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. County Commissioner Nancy Ferguson also attended.

Commissioner MaGee moved to accept October 13, 2015 regular meeting minutes as presented; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

No one bid last month's Ironton garage ice control sand. Per Board instruction, CCRC staff engineer subsequently secured quotes to purchase sand. Only one contractor provided sand meeting CCRC spec. The Manager requested the spec be reviewed before bids next year. The Manager will purchase 2,000 tons Ice Control sand (meeting current spec) from J&N Construction at \$6.90/ton delivered to the Ironton Garage.

County Commissioner, Nancy Ferguson addressed the Board regarding building for sale on Beaver Island that could be used for potential CCRC garage. The building would accommodate present needs of the road commission; however, the Manager feels there are many issues that need repair or modification, including a new roof, insulation and heating system. Fuel storage tanks would also be necessary. The Manager stated before the road commission commits to any building it would be necessary to know what commitment the County Board is willing to make toward the purchase and/or in exchange for the lots downtown where the current garage is. Sheriff and transit would like to be located downtown where the current road commission building is located. The Manager will arrange to have NDG engineer examine building to help determine its feasibility.

Mr. Reinhardt's report:

- County Board will prepare a resolution to advance countywide road millage funds to complete Deer Lake, Korthase and Ellsworth Roads paving next construction season.

Mr. Harmon's report:

- Presented information on recent road funding bill approved by the State House.
- Proposed CCRC purchase Cat 318 Excavator on current six month rental agreement.

Mr. Wasylewski's report:

- Upon recommendation from County Clerk has submitted application for separate Federal Employer Identification Number for the road commission.

Commissioner Ogden moved to approve Vouchers #071 through #073 for \$531,108.15; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Chairman Way adjourned at 10:05am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

October 13, 2015

**CHARLEVOIX COUNTY ROAD COMMISSION
OCTOBER 13, 2015 REGULAR MEETING MINUTES ~ 9:00am
(MOVED FROM OCTOBER 12, 2015 TO OBSERVE COLUMBUS DAY)**

True copy

Chairman Way opened the meeting at 9:00am.

Chairman Way, Commissioners MaGee and Ogden, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. Also attending, Ben Borisch & Dean Hicks, Walloon Village Marina and CCRC shop foreman Mick Luchenbill.

Commissioner Ogden moved to accept September 28, 2015 regular meeting minutes as presented; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Ben Borisch, Walloon Lake Village Marina (WLVM) presented update on efforts to connect existing snowmobile trail system from the trailhead at Chandler Hill Road to the Village of Walloon Lake utilizing as much state land as possible. Borisch has met with the DNR, DEQ and CCRC manager to discuss and resolve various issues. Instead of using Matz Road, the updated route will run on the adjacent power line, with the remainder of the route remaining similar to the current route. WLVM has applied for three culvert extensions from the DEQ, two on Chandler Hill Road and one on Springbrook Road, to keep snowmobiles and the grooming machine off the road shoulders. WLVM and the Petoskey Snowmobile Club will cover all costs associated with the trail. Borisch will need to provide documentation to the DNR verifying CCRC approval.

Commissioner MaGee moved to transfer \$2,660.25 from the Countywide Road Millage Fund to the General Fund to pay NDG & M&M Pavement Marking invoices; seconded by Commissioner Ogden.

➤ ROLL CALL VOTE: Ayes –Way, Ogden and MaGee Nays – 0 Motion carried.

Commissioner Ogden moved to change the October 26th Regular Meeting to 9am Thursday, October 22, 2015 to ensure full board attendance; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

County Road Association Self-Insurance Fund (CRASIF) is exploring options to change from a group fund to a mutual insurance company program structure. The change would require a majority vote of the membership; therefore, CRASIF has requested a nonbinding resolution of support in order to determine if there is enough support to proceed.

RESOLUTION OF THE MEMBERS OF COUNTY ROAD ASSOCIATION SELF-INSURANCE FUND
WHEREAS, the undersigned is a member in good standing of County Road Association Self-Insurance Fund, or CRASIF.

WHEREAS, the undersigned Member is aware that the Board of Trustees of CRASIF is working to convert CRASIF from a self-insurers' fund governed under the Worker's Disability Compensation Act of 1969 into a mutual insurance company governed under the Michigan Insurance Code, referred to below as the Conversion, and is recommending that CRASIF proceed with the Conversion.

WHEREAS, the Board of Trustees has requested that CRASIF members act on a resolution to provide a preliminary indication to the Board of Trustees of the members' willingness to move forward with the proposed Conversion.

WHEREAS, the undersigned Member wishes to support the efforts of the Board of Trustees to implement the Conversion by approving the following non-binding resolution.

THEREFORE, IT IS RESOLVED, that Charlevoix County Road Commission Board supports the efforts of the Board of Trustees to implement the Conversion, and currently supports the endeavor for Conversion to be proposed to CRASIF's members for final approval and, if the Conversion is completed, to apply for a worker's compensation insurance policy written by CRASIF that would become effective July 1, 2016.

Commissioner Ogden moved to accept the above resolution; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 2 Abstain – 1 Motion carried.

Straits Area Council meeting November 3rd. Seasonal Roads Legislative Priority memorandum presented by Commissioner Ogden to be discussed.

The Clerk presented an updated budget which includes the extension of the fiscal year to a calendar year end.

Commissioner MaGee moved to approve and implement the Fiscal Year October 1, 2014 to December 31, 2015 Budget Amendment 2 as recommended by the Clerk; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Charlevoix County Board of Commissioners, by way of resolution July 22, 2015, updated Act 7 agreement submitted by the Transportation Authority (Ironton Ferry), an interlocal agreement to establish the Charlevoix County Transportation Authority Board, and request the Road Commission and Transit Authority to also approve the changes.

Commissioner Ogden moved to approve First Amendment to Interlocal Agreement to Establish the Charlevoix County Transportation Authority Board (Ironton Ferry), Transportation Authority Act 7; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

The Ironton Ferry suffered major damage and is out of service after a vehicle caught fire while on the ferry. Chairman Way reported the Transportation Authority met and would like the Ferry to become operational before the end of the season if possible. CCRC Shop Foreman Mick Luchenbill advised there are several items needing repair, but believes it possible to place back in service this year. The lights and radio must be operational before service can resume. Luchenbill would like to begin repairs soon as CCRC window of time to complete Ferry repairs is limited before winter plow preparations must begin.

Ice Control Sand 10:00am bid opening:

<u>CONTRACTOR</u>	<u>PER UNIT</u>	<u>BID AMOUNT</u>	<u>GARAGE</u>
Gillespie Enterprises, Inc.	\$11.96/cyd	\$4,186.00	Delivered to Beaver Island

No bids received for Ironton Garage Ice Control Sand

Commissioner MaGee moved to award ice control sand bid for Beaver Island Garage to Gillespie Enterprises, Inc. at \$11.96/cyd delivered; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

With no bids received for Ironton Ice Control Sand after proper bid process, CCRC staff engineer was instructed by the Board to obtain vendor quotations for ice control sand meeting CCRC specifications.

Mr. Reinhardt's report:

- There will not be a county board meeting this week.
- To date, no official agreement has been prepared by the county board to advance future millage funds to complete Ellsworth, Deer Lake and Korthase Roads next season; will check it's status.

Mr. Harmon's report:

- As of October 1st will be served by Gaylord MDOT TSC. Will meet the staff Friday.
- Arbitration hearing to be held this week regarding grievance.
- Contract negotiations still in progress; mediation scheduled for October 23rd.
- Was contacted by County Commissioner Nancy Ferguson regarding potential building on Beaver Island for CCRC garage. Ferguson also contacted Commissioner Ogden. Ferguson would like road commissioners to view the building. Manager feels before we proceed the road commission must establish whether required improvements to the building are feasible and what the financial impact would be on the road commission. There has been no discussion what financial offering the county would consider in exchange for the existing lots down town. In addition to building modifications a new above ground fuel tank area would be required.
- Upon request from County Clerk, reviewing option to obtain separate Federal Employer Identification Number (FEIN) for the Road Commission. In the past CCRC has been under the County's FEIN for reporting. The change would require filing all payroll reports and taxes independently; the change may be more advantageous for health care premiums.

Chairman Way left the meeting at 10:40am.

Mr. Vanek's report:

- Church Road and Wheeler Road are the last two construction projects this season.

Mr. Ogden's report:

- Questioned new MDOT asphalt testing requirements and how they apply to CCRC projects.
- Would like to see resolution of the invoice to the Teamsters that remains unpaid.

Mr. MaGee's report:

- State Representative Triston Cole attended recent MTA meeting and is willing to provide assistance if needed, especially when it involves the DNR, DEQ and MDOT.

Commissioner Ogden moved to approve Vouchers #068 through #070 for \$112,586.33; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 2 Nays – 0 Motion carried.

Vice-Chairman MaGee adjourned at 10:55am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

September 28, 2015

**CHARLEVOIX COUNTY ROAD COMMISSION
SEPTEMBER 28, 2015 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman Way opened the meeting at 9:00am.

Chairman Way, Commissioners MaGee and Ogden, CCRC manager Patrick Harmon and CCRC clerk Frank D Wasylewski attended along with County Commissioner Shirley Roloff. Also attending, Frank Hamilton-Norwood Township and Rod & Kim Stevens-Stevens Concrete Company. CCRC staff engineer James Vanek was overseeing Phelps Road paving project.

Commissioner Ogden moved to accept September 14, 2015 regular meeting minutes as corrected; seconded by Commissioner MaGee.

Page 1 Line 19, remove the words "Drive" and "shoulder"

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Norwood Township Supervisor, Frank Hamilton, reported Norwood Methodist Church would like to install a handicap ramp that would encroach into county right-of-way approximately ten feet. Work will be completed by Stevens Concrete.

Commissioner Ogden moved to grant encroachment of right-of-way by Norwood Methodist Church on Gennett Road due to proposed construction of concrete handicap ramp in accordance with Manager's special requirements listed on permit application; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner MaGee moved to transfer \$22,829.20 from the Preventive Surface Maintenance Fund to the General Fund to pay APM LLC crack seal invoice; seconded by Commissioner Ogden.

➤ ROLL CALL VOTE: Ayes – Ogden, Way and MaGee Nays –0 Motion carried.

Commissioner Ogden moved to change the October 12th Regular Meeting to 9am Tuesday, October 13, 2015 to observe Columbus Day and to change the October 26th Regular Meeting to 9am Friday, October 23, 2015 to ensure full board attendance; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner MaGee moved to open bids 10:00am Tuesday, October 13, 2015 for Ice Control Sand for the Ironton and Beaver Island garages; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Manager received request from St James Township resident Frank D'Andraia to temporarily close a portion of Gull Harbor Drive due to flooding. To avoid the flooded stretches motorists are driving on

private property causing damage. The Manager advised signage has been ineffective to keep traffic on road and recommends temporary closure which grants law enforcement authority to fine violators. Commissioner Ogden moved to close Gull Harbor Drive as needed to protect private property and to ensure motorist's safety when water is over the road; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Charlevoix County Board of Commissioners has approved an update to Transportation Authority Act 7 submitted by the Transportation Authority (Ironton Ferry). The State of Michigan will potentially fund a portion of the Ferry Board's budget. The Manager will first address with County legal counsel two areas of concern: add language for bidding procedures and the agreement contains no provision for liability of any debt.

Reviewed letter received from Antrim County resident Bob Dutcher regarding condition of Lake Shore Drive (the section located in Antrim County, but accessed from Charlevoix County).

Mr. Harmon's report:

- Grant application received for non-motorized bike path adjacent to Boyne City-Charlevoix Road. CCRC previously approved acting as the ACT 51 agency; the Manager will sign.
- Was contacted by Kevin Shepherd regarding building for sale on Beaver Island for potential garage. Due to its age, type of construction and modifications needed, Manager does not recommend the road commission pursue the purchase.
- Contacted DTE regarding natural gas installation for Ironton Garage. DTE advised there are no plans to run gas lines in that area; it could be five or more years before installation is considered.

Mr. Wasylewski's report:

- Office Assistant Ina Heaton reviewed CCRC policy book and discovered inconsistent policy numbering and two policies with the same number. Also recommended Policy 03-1 be revised replacing current employee names with employee titles only and also adding the position of Clerk/Finance Director.

Commissioner MaGee moved to retain consistency of CCRC policy numbers and thereby renumber CCRC policies 2004-1, 2005-1, 2005-3, 2009-2, 2009-3 and 2012-1 to 04-2, 05-1, 05-3, 09-2, 09-3 and 12-1 respectively, and to correct double assignment of number 2005-2 by renumbering 2005-2 (Private roads intersecting public roads) to 05-2 and 2005-2 (No smoking) to 05-4; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner Ogden moved to revise Policy 03-1 HIPAA Compliance, Section III)a to read "The Manager and/or Clerk/Finance Director and/or Accounts Payable/Payroll Clerk and/or the Office Assistant will have access to the PHI of all plan participants, but only the minimum necessary to complete assigned duties" and Section 4a) to read "The following employees or classes of employees or other workforce members under the control of the Employer (Plan Sponsor) may be given access to Plan Participants' PHI received from the Plan or a health insurance issuer or business associate servicing the Plan: Manager, Clerk/Finance Director, Accounts Payable/Payroll Clerk and Office Assistant; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Mr. Ogden's report:

- Requested status of Wilson Township Hall driveway erosion issue. Manager advised NDG is reviewing elevations and CCRC will relocate driveway and ditch. Wilson Township has received grant funds to pave the lot in spring 2016.
- Requested update on Donegal Bay construction project.

Mr. MaGee's report:

- Requested status of Ellsworth Road and Deer Lake Road engineering to ensure projects will be ready for timely bidding. Manager recommended March or April 2016 letting due to contractors not having accurate material costs for an earlier bid letting.

Commissioner MaGee moved to approve Vouchers #066 through #067 for \$232,897.60; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Chairman Way adjourned at 10:50am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

September 14, 2015

**CHARLEVOIX COUNTY ROAD COMMISSION
SEPTEMBER 14, 2015 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman Way opened the meeting at 9:00am.

Chairman Way, Commissioners MaGee and Ogden, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt.

Commissioner Ogden moved to accept August 24, 2015 regular meeting minutes as presented; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner Ogden moved to transfer \$61,000 from the Preventive Surface Maintenance Fund to the General Fund to pay APM LLC crack seal invoice and \$593,234.07 (CCRC portion) from the Countywide Road Millage Fund to the General Fund to pay Rieth-Riley Construction Ferry Road paving invoice; seconded by Commissioner MaGee.

➤ ROLL CALL VOTE: Ayes – MaGee, Way and Ogden Nays –0 Motion carried.

Commissioner MaGee moved to award Wheeler Road ~~Drive~~ Afton stone ~~shoulder~~ project (#076.3.015.25-Wilson Township) to low bidder Paulben, LLC for \$27,552.00; seconded by Commissioner Ogden. *(corrected 28 September 2015)*

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner Ogden moved to approve Boyne City Fire Department closure of Korthase, Rogers and Deer Lake Roads, detouring traffic to Rogers and Barber Road, September 13, 2015 from 7am to 12pm for annual Charlevoix County Fire Tanker Drill. The Fire Department provided traffic control. (CCRC Manager was given verbal permission to approve tanker drill prior to Board action); seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Mr. Reinhardt's report:

- Will not be present at next meeting, possibly the following one as well.

Mr. Harmon's report:

- Presented update of union contract negotiations. Next negotiation session will be September 29th.
- MCRCSIP premium refund deposited into Insurance Fund, less two quarterly Worker Comp premiums previously paid from general fund.
- There have been three serious/fatal accidents on county roads recently.
- Will complete PASER ratings on Beaver Island with Council of Government September 23rd.
- Manager & Staff Engineer met with attorney regarding Donegal Bay improvements; concerned individuals are seeking stop-work order on project.

- There are Issues with the snowmobile trail in Chandler and Melrose Townships. Neither township wants snowmobiles on their newly paved roads. Manager and staff engineer will meet with Matt Borisch (trail requester) and the DEQ to discuss options.

Mr. Vanek's report:

- The Donegal Bay project began today.

Mr. Wasylewski's report:

- Department of Treasury has approved CCRC request to return fiscal year reporting to a calendar year end.

Mr. Ogden's report:

- Received letter from John Fratrack advising residents of Shaw Road have expressed interest in a natural gas line along the road and would like the Road Commission to pursue installation for the Ironton garage as a subsequent fuel cost savings measure for the Road Commission.

Mr. MaGee's report:

- Received complaint regarding condition of seasonal roads in Chandler Township.

Commissioner Ogden moved to approve Vouchers #062 through #065 for \$1,049,464.06; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Chairman Way adjourned at 10:30am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

August 24, 2015

**CHARLEVOIX COUNTY ROAD COMMISSION
AUGUST 24, 2015 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman Way opened the meeting at 9:00am.

Chairman Way, Commissioners MaGee and Ogden, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. Nancy Ferguson also attended.

Commissioner MaGee moved to accept August 10, 2015 regular meeting minutes as presented; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner MaGee moved to award Donegal Bay Road project (#076.3.013.11-St James Township) to low bidder Ron Wojan General Contractor for \$45,655.00; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner Ogden moved to award River Road & South Shore Drive Afton stone shoulder project (#076.3.010.29-Melrose Township) to low bidder Paulben, LLC for \$10.62 per ton; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Nancy Ferguson addressed the Board regarding Beaver Island. Ferguson expressed concern the Road Commission has been unable to fill the position of truck driver on the island. Ferguson has worked on Beaver Island and is the current County Commissioner and contacts have told her the road commission wages are not adequate to provide for living on the island. Ferguson suggested a wage differential as a possible solution for people living and working on Beaver Island. Ferguson will question local contractors on the island regarding current wage scales.

Mr. Reinhardt's report:

- Complimented Road Commission on condition of roads.

10:00am bid openings:

Wheeler Road Afton stone project (project 076.3.015.25 – Wilson Township).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Poquette Leasing Company	\$30,288.00
Paulben, LLC	\$27,552.00
M&M Excavating	\$42,552.00
Rieth-Riley Const Co	\$40,320.00

Mr. Harmon's report:

- Received Snowmobile club application to use CCRC right-of-way this winter. No permit needed as Charlevoix County shoulders are open to winter travel by snowmobiles.

- Union contract negotiations begin September 2nd & 3rd.
- MDOT has redistricted local TSC offices; as of October 1st CCRC will be serviced by the Gaylord office.

Mr. Vanek's report:

- Bay Township will hold a special meeting to award Church Road.

Commissioner Ogden moved to award Church Road paving project (#A489.001.038-Bay Township) to low bidder MDC General Contractor for \$150,820.00 contingent on Bay Township approval; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Mr. Wasylewski's report:

- MDOT form 2067 certifying compliance with Act 51 Section 18j must be signed and submitted.

Mr. MaGee's report:

- Heard complaints regarding grading in Chandler Township.

Mr. Way's report:

- Questioned what is considered a tolerable noise level for the Ironton Ferry.

Chairman Way recessed the meeting for five minutes, resumed at 10:25am.

Commissioner MaGee moved to enter into closed session to discuss impending contract negotiations and request attendance of manager and clerk; seconded by Commissioner Ogden.

➤ ROLL CALL VOTE: Ayes – Ogden, MaGee, Way Nays –0 Motion carried.

The Board entered closed session at 10:28am, resumed open session at 11:25am.

Commissioner Ogden moved to approve Vouchers #057 through #061 for \$866,092.13; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Chairman Way adjourned at 11:30 am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

August 10, 2015

**CHARLEVOIX COUNTY ROAD COMMISSION
AUGUST 10, 2015 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman Way opened the meeting at 9:00am.

Chairman Way, Commissioners MaGee and Ogden, CCRC manager Patrick Harmon and CCRC staff engineer James Vanek attended along with County Commissioner Ron Reinhardt. Present for 10:00am bid openings: Vince Carpenter, MDC Company and Mark Wagner, Rieth-Riley Construction. Absent – CCRC Clerk Frank D Wasylewski (vacation).

Commissioner Ogden moved to accept July 27, 2015 regular meeting minutes as presented; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Reviewed Northwest Design Group (NDG) Engineering Services Contract to perform professional engineering services for upcoming 2016 Ellsworth Road reconstruction project. Design work will be invoiced at actual hours performed and will be based on fee schedule submitted with total cost estimated to be about \$51,000. Commissioner Ogden discussed inspection requirements and possibility that NDG assist Staff Engineer Vanek with inspections. The Board authorized the Manager to sign and accept NDG Ellsworth Road Engineering Services proposal as submitted.

Commissioner MaGee moved to award Metz Road and Waterman Road Afton stone projects (#076.3.014.13 & #076.3.014.14-South Arm Township) to low bidder Paulben, LLC, for \$25,256.00 and \$59,696.00 respectively, pending township approval; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

The Northern Michigan Association of Road Commissions (NMARC) annual meeting will be held September 17, 2015. Commissioner MaGee moved to appoint Commissioner Ogden as CCRC Voting Delegate and Commissioner MaGee as Alternate Voting Delegate; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Mr. Reinhardt's report:

- Questioned Deer Lake and Korthase Roads county millage projects. Staff engineer Vanek advised Deer Lake Road will be a crush and shape and Korthase Road will be a wedge and 2" overlay.

Mr. Harmon's report:

- Proposed purchase of Cat Excavator currently being rented from Michigan Cat for \$6,200/month. The six month's rental costs can be applied against the purchase price of \$219,543. The Board agreed to consider the purchase possibility, if finances so allow.
- Rep. Peter Pettalia, State Transportation Committee Chairman, will be at Cheboygan CRC, Wednesday, August 12th to review and consider Michigan's area wide road needs. Commissioner MaGee will attend.
- One truck driver position has been filled on Beaver Island with new hire beginning September 21st.
- Stock Clerk, Ken Howard, will be retiring this fall. Position will be posted internally this week.

- Union contract negotiations will begin September 2nd & 3rd.
- There will be an MDOT safety review of Peninsula and Advance Road intersection August 19th for possible redesign with a roundabout. There is money available for safety concerns.
- There will be a preconstruction meeting August 18th with Summerset Pointe for force main construction project along Lake Shore Dr. from Advance to Boyne City.
- Attended Wilson Township's special August 4th meeting to discuss possible paving of Healey Road this year. The township will not fund improvements to the road this year; however at their regular August 12th meeting they will request CCRC obtain bids to place 4" of Afton Stone on Wheeler Road.

Commissioner Ogden moved to open bids 10:00AM, Monday, August 24, 2015 for the following project; seconded by Commissioner MaGee.

a. Wheeler Road 4" Afton stone project, Wilson Township.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Mr. Vanek's report:

- Paving began Friday on Sanderson Road, and today on Ferry Road projects.
- Requested daytime road closure on Dam Road project during subgrade undercut operation.

Commissioner Ogden moved to authorize CCRC staff engineer to allow contractor to close Dam Road from 7am – 5pm as needed daily to perform subgrade undercut; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner MaGee moved to approve payment of bills totaling \$498,395.71; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner MaGee moved to transfer \$60,600.00 from the Preventive Maintenance Fund to the General Fund for APM Crack Seal invoice; seconded by Commissioner Ogden.

➤ Roll Call VOTE: Ayes – Ogden, MaGee and Way Nays – 0 Motion carried.

10:00am bid openings:

Church Road paving project (project A489.001.038.0 – Bay Township).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Rieth Riley Construction	\$162,943.10
Tri-County Excavating	\$151,298.00
MDC Contracting	\$150,820.00

Chairman Way adjourned at 10:32am.

Doug Way, Chairman

James Vanek, Staff Engineer
(temporarily acting as Clerk)

July 27, 2015

**CHARLEVOIX COUNTY ROAD COMMISSION
JULY 27, 2015 REGULAR MEETING MINUTES ~ 9:00am**

True copy

In the absence of the Chairman, Vice-Chairman MaGee opened the meeting at 9:00am.

Commissioners MaGee and Ogden, CCRC manager Patrick Harmon and CCRC clerk Frank D Wasylewski attended along with County Commissioner Shirley Roloff and Road Steering Committee member Karen Colburn. Present for 10:00am bid openings: CCRC staff engineer James Vanek. Absent - Chairman Way.

Commissioner Ogden moved to accept July 13, 2015 regular meeting minutes as presented; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 2 Nays – 0 Motion carried.

Commissioner Ogden moved to open bids 10:00am, Monday, August 10, 2015 for the following project; seconded by Commissioner MaGee.

a. Church Road paving project, Bay Township (Project A489.001.038.0)

➤ VOTE: Ayes – 2 Nays – 0 Motion carried.

Mr. Harmon's report:

- CRA Deputy Director, Ed Noyola has scheduled meetings with Rep. Pettalia, Chair of the House Transportation Committee and local road agencies. Our meeting will be August 12th in Cheboygan.
- The Teamster's Union will proceed with arbitration with recent grievance.
- Ferry Road construction is in progress. The Sanderson Road project should begin next week.
- Will review electrical poles with Great Lakes Energy on Donegal Bay Road, Beaver Island.

Mr. Wasylewski's report:

- Will not be present at the August 10th meeting.

Commissioner Ogden moved to approve Vouchers #055 through #056 totaling \$178,274.30; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 2 Nays – 0 Motion carried.

Vice-Chairman MaGee called for a 30 minute recess, resumed at 10:00am.

10:00am bid openings:

River Road Afton stone shoulder project (project 076.3.010.29 – Melrose Township).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Paulben, LLC	\$10,089.00
Poquette Leasing Co	\$12,378.50
Rieth-Riley Const Co	\$13,157.50

Donegal Bay Road project (project 076.3.013.11 – St James Township)

CONTRACTOR:
Rieth-Riley Const Co
Ron Wojan General Cont

BID AMOUNT:
\$163,650.00
\$46,280.00

Metz Road Afton stone project (project 076.3.014.13 – South Arm Township)

CONTRACTOR:
Poquette Leasing Co
Rieth-Riley Const Co
Paulben, LLC

BID AMOUNT:
\$31,086.00
\$40,370.00
\$25,256.00

Waterman Road Afton stone project (project 076.3.014.14 – South Arm Township)

CONTRACTOR:
Rieth-Riley Const Co
Paulben, LLC
Poquette Leasing Co

BID AMOUNT:
\$96,200.00
\$59,696.00
\$73,476.00

Vice-Chairman MaGee adjourned at 10:10 am.

Russell MaGee, Vice-Chairman

Frank D Wasylewski, Clerk

July 13, 2015

**CHARLEVOIX COUNTY ROAD COMMISSION
JULY 13, 2015 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman Way opened the meeting at 9:00am.

Chairman Way, Commissioners MaGee and Ogden, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. Also attending, Gary Hartman, Payne & Dolan Inc. and John Vron dran, Eveline Township Supervisor.

Commissioner Ogden moved to accept June 22, 2015 regular meeting minutes as presented; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Gary Hartman, Payne & Dolan Inc. expressed frustration over a recent township paving project that was cancelled after the engineering work was completed; the project was advertised and bids received, only waiting township authorization to award. Hartman stated his company had incurred bid bond expenses and had the project scheduled, making it difficult to fill the void after cancellation. Hartman advised this is not the first time this has happened; he has also bid on township projects where his low bid was not accepted and questions practicality of bidding future projects for townships. Hartman would like the road commission to require some type of township compliance once the bid work is completed. Commissioner MaGee advised the townships provide the funds for their projects and it would be difficult for the road commission to dictate to whom the bid is awarded. Commissioner Ogden suggested Hartman obtain verbiage from other road commissions how to handle such issues. Ogden will prepare a letter to the townships to address the issue.

Commissioner MaGee moved to transfer \$10,812.20 from the Buildings and Grounds Fund to the General Fund for Jordan Construction Group Parapet Wall Repair final application No. 4; seconded by Commissioner Ogden.

➤ Roll Call VOTE: Ayes – Ogden, MaGee and Way Nays – 0 Motion carried.

Commissioner Ogden moved to open bids 10:00am, Monday, July 27, 2015 for the following projects; seconded by Commissioner MaGee.

- b. River Road Afton stone shoulder project, Melrose Township (Project 076.3.010.29)
- c. Donegal Bay Road project, St James Township (Project 076.3.013.11)
- d. Metz Road Afton stone project, South Arm Township (Project 076.3.014.13)
- e. Waterman Road Afton stone project, South Arm Township (Project 076.3.014.14)

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner MaGee moved to allow Boyne City-Charlevoix Road closure, September 7, 2015 for the “Horton Bay Labor Day Bridge Walk” from 8:30pm to 10:00pm (providing sheriff department will provide traffic control); seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Estimates received from Contractors Supply for office flooring. The Manager will obtain other estimates.

Mr. Skop presented concerns with trees outside the road right of way that are likely to fall into the right of way when they die. There is a disease now attacking spruce trees. CCRC Manager reported a large tree in the Norwood Plat must be removed; it is too large for road commission employees to safely remove.

10:00am bid openings:

Overband Crack Fill project – various county roads:

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
APM	\$143,660.00

Sutliff Pit Ice Control Sand:

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>	<u>TOTAL BID:</u>
J & N Construction	\$3.25/ton hauled to BC garage	\$9,750.00
Rieth-Riley Construction	\$4.75/ton hauled to BC garage	\$14,250.00
	\$3.75/ton produced at Sutliff pit	\$56,250.00

CCRC staff engineer advised an option was added to the Ice Control Sand bid package to include a delivered sand price for 3,000 tons in addition to the 15,000 ton stockpile production price.

Commissioner Ogden moved to award ice control sand to low bidder J&N for 3,000 tons @ \$3.25/ton delivered to the Boyne City garage; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner MaGee moved to award Overband Crack Fill of various county roads to low bidder APM for \$143,660.00; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Mr. Harmon's report:

- Denied request by Mr. Preston Parish to place split rail fence in road right of way at Landing's Restaurant (Ironton).
- Senate approved \$1.5 billion transportation funding package, however the State House has not acted on road funding.
- The next meeting of the Straits Area Council is August 4th.
- CCRC is on the CRASIF Risk Control Honor Roll for maintaining experience modification factor below 1.00. Manager will accept award for CCRC during the annual business meeting.
- Interviewing candidate for Beaver Island position this week.
- Received telephone call from County Commissioner, Nancy Ferguson who advised CCRC needs to review the wage offered to Beaver Island employees as it is not sustainable to live on the island.

Chairman way called for a 5 minute recess, resumed at 10:55am.

Mr. Vanek's report:

- Ditching and culvert work should begin today on the Ferry Road project.

Mr. Ogden's report:

- Requested status of Wilson Township parking lot issue. Manager advised CCRC is waiting for NDG to complete engineering study.
- Requested status of Healey Road repair issue. Wilson Township plans to pursue special assessment to have it paved.

Commissioner MaGee moved to approve Vouchers #052 through #054 totaling \$153,003.16; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Chairman Way adjourned at 11:01am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

June 22, 2015

**CHARLEVOIX COUNTY ROAD COMMISSION
JUNE 22, 2015 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman Way opened the meeting at 9:00am.

Chairman Way, Commissioners MaGee and Ogden, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Frank D Wasylewski attended along with County Commissioners Shirley Roloff and Nancy Ferguson.

Commissioner Ogden moved to accept June 8, 2015 regular meeting minutes as presented; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner MaGee moved to accept minutes as presented of June 10, 2015 joint meeting of CCRC, Charlevoix County Board of Commissioners and Charlevoix County Steering Committee; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner Ogden moved to award Phelps Road paving project (#A489.009.041-Marion Township) to low bidder Rieth-Riley Construction for \$151,325.00; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner MaGee moved to open bids 10:00am, Monday, July 13, 2015 for Sutliff Pit Ice Control Sand production; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner Ogden moved to adopt FOIA “Freedom of Information Act (FOIA)” Policy 15-2, effective immediately; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner MaGee moved to approve and implement the Fiscal Year October 1, 2014 to September 30, 2015 Budget Amendment 1 as recommended by the Clerk; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Ms. Roloff’s report:

- Requested 10yd Afton stone for Whiting Park maintenance.
- Discussed traffic safety concerns in recycling area. Manager proposed relocation of driveway and requested BC Road Foreman be involved with any changes made.
- Hazardous waste collection at Ironton garage was well attended. Manager requested tires be included in fall collection held at Boyne City garage.

- County Commissioners will be travelling to Beaver Island June 24th to review potential sites for CCRC, sheriff and transit building. CCRC Manager will also attend meeting.

Mr. Harmon's report:

- Governor signed 2016 transportation bill with proposed funding increase (the bill appears to be a one year only "stop gap" measure).

Mr. Vanek's report:

- Final inspection of Flagg & Raney Road project by Bureau of Indian Affairs (BIA) will take place Thursday.

Mr. Ogden's report:

- Wilson Township Healey Road surface issue is unresolved.

10:00am County crack fill bid opening:

- No bids received.

Commissioner MaGee moved to open bids 10:00am, Monday, July 13, 2015 for Crack Fill-various roads, Charlevoix County; seconded by Commissioner Ogden (this is a re-bid of the above "no-bid").

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner Ogden moved to approve Vouchers #050 through #051 totaling \$219,561.93; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Chairman Way adjourned at 10:05am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

June 8, 2015

**CHARLEVOIX COUNTY ROAD COMMISSION
JUNE 8, 2015 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman Way opened the meeting at 9:00am.

Chairman Way, Commissioners MaGee and Ogden, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt, Performance Engineers, Inc. PE Aaron Nordman & Melrose Township Supervisor Vern Goodwin. Bid opening 10:00am: Mark Wagner, Rieth-Riley Construction, and John Vrondran-Eveline Township Supervisor.

Commissioner Ogden moved to accept May 27, 2015 regular meeting minutes as presented, seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Melrose Township Supervisor Vern Goodwin and Performance Engineers PE Aaron Nordman presented proposed Walloon Village M-75N Streetscape project. Melrose Township has applied for TAP grant funds for the landscape portion (right-of-way to back side of curb) of the project which requires an ACT 51 agency. Per township request, the Road Commission will serve as the ACT 51 agency for the project. CCRC Manager reviewed and proposed changes for improved maintenance and safety of streetscape plans, particularly increasing width of bump-out curbs.

Commissioner Ogden moved to allow Lake Shore Drive closure (Eveline Township) from Boyne City limits to Wilson Road July 4, 2015 from 7:30am to 9:00am for July 4th Fireworks Committee 10K race fundraiser (sheriff's department provides traffic control); seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Ballots for MCRCSIP Board of Directors and CRASIF Board of Trustees presented. CCRC manager was instructed to cast the ballots. The MCRCSIP/CRASIF joint insurance conference will be July 22-23, 2015.

Commissioner MaGee moved to open bids 10:00am, Monday, June 22, 2015 for Crack Fill-various roads, Charlevoix County; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

The May 2015 Michigan Public Policy Survey conducted by the Center for Local, State, and Urban Policy (CLOSUP) finds "local leaders overall express positive opinions of the road commissions and road departments that maintain county primary and township roads in their jurisdictions." Local officials, particularly those in the Northern Lower Peninsula, give positive ratings to their road commissions.

Mr. Reinhardt's report:

- County Commissioners will conduct their regular June 24th meeting on Beaver Island.

- Joint meeting with County Commissioners, Road Commission Board and Road Steering Committee will be Wednesday, noon, June 10th in the County Commission boardroom, to discuss and decide future countywide road millage projects.

Chairman Way recessed meeting for six minutes; resumed at 10:00am.

10:00am township projects bid opening:

Phelps Road paving project (project #A489.009.041-Marion Township).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Team Elmer's	\$179,650.00
Rieth-Riley Construction Co	\$151,325.00

Healey Road Afton stone project (project #076.3.015.24-Wilson Township).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Poquette Leasing Company	\$33,294.00
Paulben LLC	\$30,500.00

Mr. Harmon's report:

- Wilson Township has requested manager, staff engineer and Commissioner Ogden attend next township meeting to discuss Healey Road options.
- Area of Thumb Lake Road separating along shore of Thumb Lake. Placement of shot rock on bank may alleviate the problem.
- Presented and reviewed proposed Sommerset Pointe Sanitary Sewer project plans.
- Received two applications for the Beaver Island positions. Doug Gillespie will return to work June 15th.
- Roads on Beaver Island have been brined.

Mr. Vanek's report:

- Ranney & Flagg Roads seed & mulch is complete, painting should be completed this week.

Commissioner Ogden moved to approve Vouchers #047 through #049 totaling \$149,056.44; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Chairman Way adjourned at 10:47am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

May 27, 2015

**CHARLEVOIX COUNTY ROAD COMMISSION
MAY 27, 2015 REGULAR MEETING MINUTES ~ 8:00am
(Moved from May 25, 2015 to observe Memorial Day)**

True copy

Chairman Way opened the meeting at 8:00am.

Chairman Way, Commissioners MaGee and Ogden, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt.

Commissioner Ogden moved to accept May 11, 2015 regular meeting minutes as presented, seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner MaGee moved to transfer \$46,367.80 from the Buildings and Grounds Fund to the General Fund for Jordan Construction Group Parapet Wall Repair application No 3; seconded by Commissioner Ogden.

➤ Roll Call VOTE: Ayes – Ogden, MaGee and Way Nays – 0 Motion carried.

Commissioner MaGee moved to award Dam Road paving project (#A489.002.022) to low bidder Rieth-Riley Construction for \$176,825.85; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner Ogden moved to open bids 10:00am, Monday, June 8, 2015 as follows, seconded by Commissioner MaGee:

- a. Phelps Road paving project, Marion Township (Project A489.009.041)
- b. Healey Road Afton stone project, Wilson Township (Project 076.3.015.24)

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Mr. Harmon's report:

- Gave status of Boyne City Garage wall repair. Several punch-list items remain to complete project.
- The grader will be sent to Beaver Island this week. Still have no full time employees on Beaver Island. The employment application deadline was reposted. In the meantime, Ironton employees continue to cover the island.
- The County Board of Commissioners has requested a joint meeting with the Road Commission Board to discuss the possibility of completing multiple county road millage projects next year. The funding method would originate with the County Board and would include Deer Lake, Korthase and the Ellsworth Roads. Harmon requested the Road Steering Committee be included in the meeting.
- New locks requiring an entrance code are being installed on the office and garage exterior doors.

Mr. Vanek's report:

- Ranney & Flagg Road paving is complete. Contractor needs to finish restoration.
- Crack seal bids should be complete for next meeting.
- Beaver island catch basin clean-out and sweeping will be done next week.

Mr. Wasylewski's report:

- Presented 2014 year-end MERS valuation report. The unfunded liability will now be included in the financial statements of the road commission.
- Freedom of Information Act (FOIA) regulations have changed. A new policy must be in place by July 1st.

Commissioner Ogden moved to approve Vouchers #045 through #046 totaling \$255,780.40; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Chairman Way adjourned at 9:10am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

May 11, 2015

**CHARLEVOIX COUNTY ROAD COMMISSION
MAY 11, 2015 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman Way opened the meeting at 9:00am.

Chairman Way, Commissioners MaGee and Ogden, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. 10am bid opening: Mark Wagner-Rieth Riley and Matt Miller-Payne & Dolan.

Commissioner Ogden moved to accept April 27, 2015 regular meeting minutes as presented, seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner MaGee moved to transfer to the General Fund: \$133,994.00 from the Insurance Fund and \$20,517.00 from the Buildings and Grounds Fund to pay Michigan County Road Commission Self Insurance Pool (MCRCSIP) annual insurance premium and Jordan Construction Group pay application No 2-Parapet Wall Repair, respectively; seconded by Commissioner Ogden.

➤ Roll Call VOTE: Ayes – MaGee, Ogden and Way Nays – 0 Motion carried.

Commissioner Ogden moved to change the 9:00am Monday, May 25, 2015 regular meeting to 8:00am Wednesday, May 27, 2015 to observe Memorial Day; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner MaGee moved to allow Lakeshore Drive closure (Eveline Township) from Boyne City limits to Wilson Road May 23, 2015 from 7:45am to 9:30am for the Charlevoix County Dare Association fundraiser (Sheriff's Department provides traffic control), seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner Ogden moved to approve permit to close one lane of Chandler Hill Road from the township hall to the fire station at Chandler Hill & Walton Roads June 13, 2015 from 8:30am to 1:30pm for the Friends Helping Neighbors fundraiser (Sheriff's Department provides traffic control), seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner Ogden moved to award Ferry Road paving project (a joint county wide millage and Eveline Township project #A459.006.040) to low bidder Rieth-Riley Construction for \$705,751.87; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

**CHARLEVOIX COUNTY ROAD COMMISSION
MAY 11, 2015 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Commissioner Ogden moved to award Sanderson Road paving project (#A489.006.052-Eveline Township) to low bidder Rieth-Riley Construction for \$81,445.00, contingent upon Eveline Township Board approval; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Traffic Control Order Number S15-37-15 received from Michigan Department of State Police establishing speed limit of forty (40) miles per hour on Marshall Road from Anderson Road to a point two thousand four hundred ten (2410) feet west of Anderson Road, Eveline and Wilson Townships. Commissioner MaGee moved to accept and implement Traffic Control Order number S-15-37-15; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Mr. Harmon's report:

- Approved two change orders for Boyne City wall repair project. Change order one for \$10,176 to address condition of roof being different from bid drawings, and change order two for \$531 to remove and repair burned section of roof.
- Damage done to three trusses in the salt shed caused by Goodrich Trucking Company have been repaired and will be submitted to broker's insurance for payment.
- Together with staff engineer, met with St James Township representatives, Jim Wojan and Rick Speck on Beaver Island regarding Donegal Bay Road improvements. Staff engineer will prepare gravel estimate for township for fall completion.
- St James Township force main needs additional clean-outs, with one being in the paved portion of Donegal Bay Road. Will patch with concrete this summer.
- There are no full-time employees currently working the Beaver Island garage. Two truck-driver positions have been posted. In the meantime, employees from the Ironton garage have been covering the Island during the week, with the township fire department covering weekend emergencies and Jim Wojan Excavating handling any large immediate problems.

10:00am paving projects bid openings:

Dam Road paving project (project #A489.002.022-Boyne Valley Township).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Rieth-Riley Construction	\$176,825.85
Payne & Dolan, Inc,	\$178,642.25

Old Horton Bay Road paving project (project #A489.005.020-Evangeline Township).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Payne & Dolan, Inc,	\$464,481.90
Rieth-Riley Construction	\$473,641.25

**CHARLEVOIX COUNTY ROAD COMMISSION
MAY 11, 2015 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Mr. Vanek's report:

- Presented Ranney & Flagg Road construction progress report. Construction is underway.

Mr. Ogden's report:

- With failure of Proposal 1 at May 5th statewide election, will submit updated road funding proposal to the CRA.

Commissioner Ogden moved to approve Vouchers #042 through #044 totaling \$260,963.78; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Chairman Way adjourned at 10:18am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

April 27, 2015

Chairman Way opened the meeting at 9:00am.

Chairman Way, Commissioners MaGee and Ogden, CCRC manager Patrick Harmon and CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. 10am bid opening: Dennis Jason-Eveline Township resident, Vince Carpenter-MDC, Matt Miller-Payne & Dolan, Steve Crane-Team Elmer's, Mario Suarez-Super M Excavating and Mark Wagner-Rieth Riley. CCRC staff engineer James Vanek absent (vacation).

Commissioner MaGee moved to accept April 13, 2015 regular meeting minutes as presented, seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner MaGee moved to apply for MDOT's 2018 Local Bridge funds to reconstruct the Springvale Road Bridge over Bear River, Section 10 and 15, Melrose Township; the Road Commission will fund the local share, seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner Ogden moved to allow Waller Road closure (Charlevoix Township) from Old Orchard Road to US31 June 27, 2015 from 6:30am to 10:30am for the "Good Boys Marathon" (Sheriff's Department provides traffic control), seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner MaGee moved to allow Lakeshore Drive closure (Eveline Township) from Boyne City limits to Wilson Road May 16, 2015 from 7:45am to 9:00am for the Charlevoix County Humane Society 5K race fundraiser (Sheriff's Department provides traffic control), seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner MaGee moved to open bids 10:00am, Monday, May 11, 2015 as follows, seconded by Commissioner Ogden.

- a. Dam Road paving project, Boyne Valley Township (Project A489.002.022)
- b. Old Horton Bay Road paving project, Evangeline Township (Project A489.005.020)

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Mr. Harmon's report:

- Northwest Design Group (NDG) has been purchased by Kingscott Associates, Inc. NDG structure, Petoskey office and name will remain the same.
- Manager and Commissioner MaGee will represent CCRC at funeral of Cheboygan County Road Commissioner Don Spray.
- Received invoice for "design checking" of snowmobile/ATV bridge over the Bear River from NDG. Manager feels expense should be obligation of the developer and will contact Matt Borisch with Walloon Lake Village Marina to request payment.
- Received letter of intent from St James Township to repair Donegal Bay Road.

- Chainsaw training and annual safety meeting will be held this week.

Leave of absence request received from Doug Gillespie to care for terminally ill spouse. Commissioner MaGee moved to grant leave of absence to Doug Gillespie in accordance with Article 51, Section 1 of the Collective Bargaining Agreement, seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Bill Dietrich, Real Estate One Associate Broker submitted garage & concrete driveway encroachment mitigation request on Rocky Beach Street in the plat of Bayside Village, Hayes Township. There is an 18.3 foot encroachment of the garage which was built in 1963. The encroachment will be recorded with the Register of Deeds and in accordance with Paragraph 3 Termination of Easement, the encroachment automatically extinguishes if garage is destroyed or removed from the easement area.

Commissioner Ogden moved to grant Easement for Encroachment to James R Baker, Personal Representative of the Estate of Georgia Lorraine Taft, Lots 1-8, Block 2, in the recorded Plat of the Village of Bayside. Also the 20 feet of the alley as vacated in Liber 238, page 757, abutting said lots, in the Township of Hayes and moves to grant authority to Road Commission Manager to enter into such agreement on Road Commission’s behalf; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Mr. Wasylewski’s report:

- Received letter from County Clerk Cheryl Potter Browe acknowledging and encouraging CCRC request to Department of Treasury to return financial year to calendar year end.

10:00am paving projects bid openings:

Ferry Road (County-wide millage & Eveline Township) paving project (project #A459.006.040-Eveline Township).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Payne & Dolan, Inc	\$733,790.65
Rieth-Riley Construction	\$705,751.87

Sanderson Road paving project (project #A489.006.052-Eveline Township).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Rieth Riley Construction	\$81,445.00
Payne & Dolan, Inc,	\$82,809.00
Team Elmer’s	\$89,440.00
MDC Contracting	\$82,967.00
Super M Excavating	\$84,736.00

Commissioner Ogden moved to approve Vouchers #040 through #041 totaling \$218,301.82; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Chairman Way adjourned at 10:20am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

April 13, 2015

Chairman Way opened the meeting at 9:00am.

Chairman Way, Commissioners MaGee and Ogden, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Frank D Wasylewski attended along with County Commissioner Shirley Roloff and Brett Luplow, CPA.

Commissioner MaGee moved to accept March 23, 2015 regular meeting minutes as corrected, seconded by Commissioner Ogden.

Page 2, line 50: change "LLTB (Little Traverse Bay Band of Odawa Indians)" to "GTB (The Grand Traverse Band of Ottawa and Chippewa Indians)"

➤ VOTE: Ayes –3 Nays – 0 Motion carried.

Commissioner MaGee moved to transfer \$512,384.00 from the Equipment Fund to the General Fund to pay JX Peterbilt and Michigan Cat for the new tandem trucks (#027 & #028) and grader (#085), seconded by Commissioner Ogden.

➤ Roll Call VOTE: Ayes –Way, MaGee and Ogden Nays – 0 Motion carried.

Commissioner Ogden moved to open bids 10:00am, Monday, April 27, 2015 as follows, seconded by Commissioner MaGee.

- a. Ferry Road paving project, Eveline Township (Project A459.006.040)
- b. Sanderson Road paving project, Eveline Township (Project A489.006.052)

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Ms. Roloff's report:

- Will address with Frank Shaler the need for a larger area of asphalt in the recycling area.

Mr. Harmon's report:

- The next meeting of the Straits Area Council is May 5th.
- Current frost levels justify spring weight restrictions to remain in effect into May.
- Grader #082 will be sent to Beaver Island after mechanics complete maintenance service on unit.

Mr. Vanek's report:

- Ranney and Flagg Road paving project scheduled to begin April 27th.
- Will meet with Beaver Island townships regarding road projects.

Mr. Wasylewski's report:

- Addressed accounting changes proposed under PA298 of 2012.

Mr. Way's report:

- John Drury is the new chairman of the Transportation Board (Ironton Ferry).

Brett Luplow, CPA, with Gardner, Provenzano, Thomas & Luplow, presented audited CCRC financial statements for fiscal year October 1, 2013 – September 30, 2014. Commissioner Ogden will present report to the County Board of Commissioners April 22.

Commissioner Ogden moved to approve Vouchers #036 through #039 totaling \$721,888.63; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Chairman Way adjourned at 10:50am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

March 23, 2015

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee and Ogden, CCRC manager Patrick Harmon and CCRC staff engineer James Vanek attended along with County Commissioner Ron Reinhardt and Boyne City garage foreman Mike Skop.

CCRC clerk Frank Wasylewski was absent (vacation).

Commissioner Ogden moved to accept the March 9, 2015 regular meeting minutes as presented, seconded by Commissioner MaGee

➤ Vote: Ayes – 3 Nayes-0 Motion carried.

The Board discussed South Arm Township's March 10, 2015 letter recommending reconstructing Ellsworth Road this summer. The Township has offered to help with funding.

Reviewed May 5, 2015 ballot proposal information package (provided by County Road Association) and proposed "Resolution of Support for Proposal 1". Commissioner MaGee moved, seconded by Commissioner Ogden to support the following resolution.

**CHARLEVOIX COUNTY BOARD OF ROAD COMMISSIONERS
Resolution supporting passage of Proposal 1 of 2015
to fund the repair of Michigan's Roads**

WHEREAS, Michigan's road and bridges threaten driver safety and contribute to countless accidents each year, as drivers swerve to avoid potholes and other road hazards; and

WHEREAS, 38 percent of Michigan's state-and-locally owned urban roads and 32 percent of the state's state-and-locally owned rural roads are in poor condition; and

WHEREAS, Michigan has relied on Band-Aid, short-term fixes for our roads instead of investing enough money to fix our road for the long term; and

WHEREAS, the longer we wait to fix Michigan's roads, the more it will cost us; and

WHEREAS, in addition to threatening public safety, Michigan's crumbling roads hurt our economy; and

WHEREAS, Proposal 1 on the May 5 ballot is Michigan's last, best chance to finally fix our roads with funds that the politicians can't divert somewhere else – while also supporting Michigan's long-term future by investing in our public schools and local communities;

THEREFORE BE IT RESOLVED, that Charlevoix County Road Commission supports Proposal 1 on the May 5 ballot to provide the funding needed to finally fix our roads for the long term; and

THEREFORE BE IT ALSO RESOLVED, that Charlevoix County Road Commission knows the 1-cent increase in the sales tax is a reasonable amount to pay to ensure drivers' safety on the roads; and

BE IT FINALLY RESOLVED, that Charlevoix County Road Commission formally supports Safe Roads Yes! because, if it passes, every penny we pay at the pump in state gas taxes is guaranteed in the constitution to go to transportation

➤ Vote: Ayes – 3 Nayes-0 Motion carried.

Vanek checked the Flagg and Ranney Road paving project bid tabulations, and has received authorization to award the 1.41-mile project which is funded by ~~LLTB (Little Traverse Bay Band of Odawa Indians)~~ GTB (The Grand Traverse Band of Ottawa and Chippewa Indians) through the Bureau of Indian Affairs. (corrected April 13, 2015)

Commissioner Ogden moved to award Ranney and Flagg Road paving project, South Arm Township (A489.014-015 & 016) to low bidder Rieth-Riley Construction Company for \$384,695.00; seconded by Commissioner MaGee.

➤ Vote: Ayes – 3 Nays-0 Motion carried.

Mr. Reinhardt's report:

- Local MTA Chapter and county officials will discuss recent voter approved millage for county parks and recreation at MTA's March 30, 2015 meeting.
- Complimented road foreman for good road conditions.

Mr. Harmon's report:

- Boyne City garage foreman Mike Skop requested purchasing a sloping laser (costing \$2,245) to be used with the Michigan Cat installed/furnished automation on the rented CAT 318 Wheeled Ditch Machine Excavator. Board authorized manager to purchase laser.
- Skop stated new CAT grader (which is equipped with grade/slope blade automation) is working great to properly shape gravel roads.

Mr. Vanek's report:

- Flagg and Ranney Road pre-construction meeting is scheduled for tomorrow (March 24, 2015 @ 2PM).
- Starting to GPS locate/inventory all road cross culverts.

Commissioner MaGee moved to pay bills totaling \$72,846.09 seconded by Commissioner Ogden.

➤ Roll Call VOTE: Ayes–Way, MaGee and Ogden Nays–0 Motion carried.

Chairman Way adjourned the meeting at 10:04 AM.

Doug Way, Chairman

James G. Vanek, Staff Engineer
(acting for ccrc clerk)

March 09, 2015

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee and Ogden, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt and Charlevoix County Parks manager Ross Maxwell. Present for 10am bid opening: Northwest Design Group (NDG) representatives Lucas Porath and David Boyle; Rieth-Riley Construction Company-Stu Wright and Payne & Dolan Inc-Matt Miller.

Commissioner MaGee moved to accept February 23, 2015 regular meeting minutes as presented, seconded by Commissioner Ogden.

➤ VOTE: Ayes –3 Nays – 0 Motion carried.

Charlevoix County Parks manager Ross Maxwell presented status report of Boyne City-Charlevoix Road non-motorized trail. Issues with easements have placed Phase 1 behind schedule. As federal funds are being used, the possibility of the Northern Long Eared Bat being placed on the endangered species list also delays clearing of trees until after April 30th. Maxwell will be sending a letter requesting a temporary grading easement to property owners along Phase 2 of the path.

Mr. Vanek presented the 2015 annual material bid tabulations.

Commissioner Ogden moved to accept all bids and directed the manager or his designee to purchase materials from the 2015 bidder list as necessary, in the best interest of the road commission; seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner Ogden moved to accept the updated 2015 Certification Map, updating the cover sheet, sheet 25-Norwood Township, increasing 0.06 miles Faculak Road and sheet 27-Peaine Township, deleting 0.10 miles from West Airport Road. Corrected total certified miles 713.59 (primary roads 184.37 miles and local roads 529.22 miles); seconded by Commissioner MaGee.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Mr. Reinhardt's report:

- The County Board of Commissioners will conduct a public hearing April 29th regarding ORV usage on county roads.
- Complimented road foremen for winter maintenance.

Mr. Harmon's report:

- Spring weight restrictions will go in effect Wednesday, March 11th 8:00am.
- The new Cat grader has arrived – grader #082 will be sent to Beaver Island.

Mr. Vanek's report:

- Will be meeting with the LTBB Odawa Tribe regarding funding of Hayes & Bay Township road projects.

Mr. Wasylewski's report:

- ACT 51 report is complete and submitted to auditor for review.
- Will not be present for the March 23rd meeting.

10:00am project bid opening:

Ranney & Flagg Roads paving project (project #A489.014.015 & 016-South Arm Township).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Payne & Dolan	\$442,810.60
Rieth-Riley Construction	\$384,695.00

Commissioner Ogden moved to pay bills totaling \$105,010.16 seconded by Commissioner MaGee.

- Roll Call VOTE: Ayes—MaGee, Ogden and Way Nays—0 Motion carried.

Chairman Way adjourned at 10:20am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

February 23, 2015

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee and Ogden, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. Also attending: Mike Skop-CCRC road foreman, Larry Fox-C2ae, Michael Cain-City of Boyne City, John Vrondran-Eveline Township Supervisor, Janet Blossom-Eveline Township Trustee and Summerset Pointe representatives Dan Barron, John Ferguson and Ron Turner.

Commissioner Ogden moved to accept February 9, 2015 regular meeting minutes as presented, seconded by Commissioner MaGee.

➤ VOTE: Ayes –3 Nays – 0 Motion carried.

C2ae Engineer, Larry Fox presented various options for proposed Sanitary Sewer Extension Project for Sommerset Pointe, LLC along Lakeshore Drive. Eveline Township supports placement in the shoulder of the road. CCRC manager, staff engineer and road foreman will review and provide recommendation for placement of proposed system.

Commissioner MaGee moved to transfer \$9,398.00 from the Insurance Fund to the General Fund to pay County Road Association Self-Insurance Fund fourth quarter Worker Compensation premium notice, seconded by Commissioner Ogden.

➤ Roll Call VOTE: Ayes–Ogden, Way and MaGee Nays–0 Motion carried.

RESOLUTION TO ABANDON – WEST AIRPORT ROAD

Commissioner Ogden moved to adopt the following resolution, seconded by Commissioner MaGee.

The Charlevoix County Road Commission has jurisdiction of West Airport Road, Peaine Township, described from the center line as follows:

A 66 FEET WIDE PUBLIC ROAD, In the Township of Peaine, Charlevoix County, Michigan, Commencing at a T-iron stake at the Southeast corner of Section 8, Township 38 North, Range 10 West; thence along the East line of said section, North 01°38'21" East 1390.56 feet, BEING THE POINT OF BEGINNING OF THIS DESCRIPTION; thence North 86°38'07" West 531.00 feet; thence North 83°52'58" West 338.91 feet; thence North 82°38'09" West 45.90 feet; thence North 86°06'43" West 246.19 feet to the point of ending, being a part of the Northeast quarter of the Southeast quarter of Section 8, Township 38 North, Range 10 West.

Total length of road is 1,162 feet or 0.22 miles.

WHEREAS, Peaine and St. James Townships jointly own an airport in Section 8, Peaine Township (known as the "Township Airport"), and have recently renovated the airport terminal and reconstructed the parking lot, both of which are now located within the old West Airport Road right-of-way. All the right-of-way is located within township property. The Townships have requested the Road Commission abandon the old West Airport Road right-of-way as part of an overall road relocation project.

WHEREAS, the Board of County Road Commissioners has reviewed the request and determined that a new road has been substituted for the old road, the latter having been deleted and obliterated, and public access

discontinued; therefore, this Board has determined that it is in the best public interest, and the best interest of the requesting townships, to abandon the old right-of-way of West Airport Road, as described above.

THEREFORE, BE IT RESOLVED, that this Board absolutely abandons and discontinues the above roadway for highway purposes effective February 23, 2015.

However, pursuant to Michigan Compiled Law 224.18, this Board reserves a public and private utility easement within the above-described right-of-way, whereby utility companies, their agents and contractors have the right to use any manpower and equipment necessary to install, maintain and repair their utilities.

BE IT FURTHER RESOLVED, the Charlevoix County Road Commission Clerk shall provide resolution copies to the Charlevoix County Register of Deeds, the proper highway authorities, the Peaine and St. James Township Supervisors and the Peaine and St. James Township Clerks. .

➤ Roll Call VOTE: Ayes–Way, MaGee and Ogden Nays–0 Motion carried.

RESOLUTION TO ACCEPT – WEST AIRPORT ROAD NEW ALIGNMENT AND DEEDED RIGHT-OF-WAY, PEAINE TOWNSHIP

Commissioner MaGee moved to adopt the following resolution, seconded by Commissioner Ogden.

WHEREAS, The Townships of Peaine and St. James have offered to provide a deed for right-of-way to the Road Commission for the newly constructed and realigned West Airport Road, as follows:

In the Township of Peaine, Charlevoix County, Michigan, Commencing at a T-iron stake at the Southeast corner of Section 8, Township 38 North, Range 10 West; thence along the East line of said section, North 01°38'21" East 1372.91 feet to the POINT OF BEGINNING OF THIS DESCRIPTION; thence North 87°53'19" West 238.33 feet; thence North 86°55'13" West 203.82 feet; thence Northwesterly along a curve to the right 97.50 feet (radius of said curve is 143.44 feet and the chord bears North 67°26'53" West 95.63 feet); thence North 47°58'34" West 130.00 feet; thence South 87°56'53" East 102.74 feet; thence South 47°58'34" East 51.27 feet; thence Southeasterly along a curve to the left 52.64 feet (radius of said curve is 77.44 feet and the chord bears South 67°26'53" East 51.63 feet); thence South 86°55'13" East 203.26 feet; thence South 87°53'19" East 237.23 feet to said section line; thence along said section line, South 01°38'21" West 66.00 feet to the point of beginning, being a part of the East half of the Southeast quarter of Section 8, Township 38 North, Range 10 West and containing 0.920 acres. Subject to the rights of the public and of any governmental unit in any part thereof taken, used or deeded for street, road or highway purposes.

Total length of the new roadway located within the described right-of-way is 634.5 feet or 0.12 miles.

WHEREAS, the new roadway located within the aforementioned right-of-way was built to Road Commission standards, and replaces an old roadway abandoned this date by action of the Charlevoix County Road Commission Board.

THEREFORE, BE IT RESOLVED, the Charlevoix County Road Commission Board hereby accepts the above described deed for right-of-way, and incorporates the right-of-way and roadway into the county road system effective February 23, 2015.

BE IT FURTHER RESOLVED, the Charlevoix County Road Commission Clerk shall provide Resolution copies to the Charlevoix County Register of Deeds, the proper highway authorities, the Peaine and St. James Township Supervisors and the Peaine and St. James Township Clerks. .

➤ Roll Call VOTE: Ayes–MaGee, Ogden and Way Nays–0 Motion carried.

Commissioner Ogden moved to adopt "Seasonal Road" policy 84-1 as revised February 23, 2015; seconded by Commissioner MaGee.

➤ VOTE: Ayes –3 Nays – 0 Motion carried.

CHARLEVOIX COUNTY ROAD COMMISSION

INDEX NO.: 84-1

POLICY TITLE: IMPROVEMENTS OF ROADS NOT OPEN TO PUBLIC TRAVEL DURING THE MONTHS OF NOVEMBER THROUGH APRIL.

ADOPTED: February 13, 1984

REVISED: January 25, 1999, February 23, 2015

POLICY: Before the Road Commission will accept a seasonal road to be maintained year round, the following shall be completed.

1. The requesting party shall submit their request in writing to the Township; the Township shall present the request to the Road Commission.
2. The requesting party or the Township shall provide 66 feet of road right-of-way, either by deed or easement, for the entire length of the proposed work prior to any engineering expenditures.
3. The Road Commission will review the request and prepare a cost estimate.
4. The Road Commission will forward the estimate to the respective Township Board. The Township shall determine cost sharing with the respective party.
5. The Road Commission will hold a public hearing, as required by law.
6. The Township shall authorize the Road Commission in writing to proceed with the work. All construction funding shall be paid by (or through) the Township. The Road Commission will provide and pay engineering costs only.
7. There must be a signed contract between the Road Commission and the respective Township Board prior to construction.
8. The Road Commission will administer construction.
9. Ditches, drainage, access culverts and crossroad culverts shall be constructed as necessary. Erosion control, slopes and ditch restoration shall conform to the latest Charlevoix County Soil Erosion Ordinance.
10. Roadway surface shall be at least 22 feet wide with 6" depth 22A or 23A Coarse Aggregate over an acceptable subbase and five (5) foot shoulders for total width of 32 feet as shown on Typical Cross Section. Roadway gradient shall not exceed 7%. To provide unhindered access for maintenance and emergency vehicles, and to ensure adequate sight distance, will require any encroaching brush or tree limbs be removed. There must be sufficient roadside storage capacity for snow removal, and any sharp curves will necessitate widening to allow snowplows and graders to maintain adequate speed while performing year round maintenance. Steep roadside drop offs will require guardrail. An adequate turnaround for Road Commission equipment must be constructed, and an easement provided where the turnaround exceeds the normal right-of-way. The Road Commission manager or engineer shall determine the adequacy of the above requirements.

Commissioner MaGee moved to adopt "Paper Streets" policy 15-1; seconded by Commissioner Ogden.

➤ VOTE: Ayes –3 Nays – 0 Motion carried.

CHARLEVOIX COUNTY ROAD COMMISSION

INDEX NO.: 15-1

POLICY TITLE: Construction and acceptance requirements for uncertified streets and roads in plats.

ADOPTED: February 23, 2015

DEFINITION: This policy explains the requirements necessary for the Road Commission to accept a currently platted, but uncertified street or road (which includes "paper streets" and those currently uncertified due to substandard construction).

The Township or other governmental entity shall bear all construction costs, including any necessary right-of-way and/or easement acquisition. The Road Commission will provide engineering and construction inspection.

STANDARDS: The Road Commission considers unbuilt or substandard streets and roads in platted subdivisions for access originally intended to residential homes. In keeping with original intent, as well as the needs of residential home owners, the Road Commission requires that roads covered under this policy must be paved prior to acceptance. Minimum requirements are 22-FT wide, 3-Inch two-course bituminous pavement, 5-FT gravel shoulders, 2½% cross slope and 6-Inch 22A aggregate base over a substantial sand subbase. If a proposed new roadway serves an industrial site, requirements will be increased to accommodate heavier loads or expanded turning radii. New roadways through curve or conflict areas may require concrete curbs or increased pavement width. Gradients shall not exceed 7%.

An exception to the above requirements may be made where all the roads in an established subdivision are currently gravel. The pavement requirement may be substituted for an 8-Inch gravel surface over the sand subbase. However, all other requirements apply.

Ditches, storm water detention basins, storm sewer and catch basins, drainage and access culverts shall be constructed as necessary. Erosion control, slopes and ditches shall conform to Charlevoix Soil and Water Conservation District current standards.

All signs and pavement markings shall be placed before acceptance and shall conform to the newest Michigan Manual of Uniform Traffic Control Devices.

All work shall adhere to current MDOT construction standards, as a minimum.

PROCEDURES: The Township shall submit their request in writing to the Road Commission. The Road Commission will review the request and prepare a cost estimate. The Township must authorize the Road Commission in writing to proceed with the work. All construction funding shall be paid by or through the township. The Road Commission will provide and pay for engineering costs only.

The Township shall enter into a contract with the Road Commission prior to any construction. The Township shall provide the Road Commission sufficient right-of-way through easement or deed for the full project length. Where necessary, a turn around shall be built, which will require right-of-way in excess of 66-FT.

The Road Commission will administer and oversee all aspects of construction.

New street and road acceptance is contingent on meeting all the above requirements. This policy briefly outlines general requirements. Townships are encouraged to contact the Road Commission for a more detailed analysis of standards and procedures.

Mr. Reinhardt's report:

- County Board of Commissioners will be conducting a public hearing regarding ORV usage on county roads with intent of allowing ORV traffic on all primary and local roads.

Mr. Wasylewski's report:

- Complimented CCRC employees for recent remodeling and painting of office areas.

Commissioner MaGee moved to pay bills totaling \$123,003.14 seconded by Commissioner Ogden.

- Roll Call VOTE: Ayes–Ogden, MaGee and Way Nays–0 Motion carried.

Chairman Way adjourned at 10:00am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

February 09, 2015

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee and Ogden, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt and Charlevoix Township resident Charles Scherping.

Commissioner Ogden moved to accept January 26, 2015 regular meeting minutes as presented, seconded by Commissioner MaGee.

➤ VOTE: Ayes –3 Nays – 0 Motion carried.

Charlevoix Township resident Charles Scherping reported trucks carrying an estimated 50,000 gallons of sewage are damaging the culverts on the road commission maintained portion of West Garfield Street. Mr. Harmon advised frost could be the cause, but will review culverts for damage in the spring after frost is out of the ground.

Commissioner MaGee moved to accept the 2015 Annual Township meeting minutes for Boyne Valley, Chandler, Charlevoix, Eveline, Hayes, Marion, Melrose, Norwood and Wilson Townships as presented; seconded by Commissioner Ogden.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Reviewed proposed County Road Association (CRA) 2015-2016 Legislative priorities.

Commissioner MaGee moved to open bids 10:00am Monday, March 9, 2015 as follows, seconded by Commissioner Ogden.

- Ranney & Flagg Road project – South Arm Township.

➤ VOTE: Ayes – 3 Nays – 0 Motion carried.

Mr. Reinhardt's report:

- Michigan Farm Bureau supports May road funding ballot proposal.

Mr. Harmon's report:

- Presented information regarding the May ballot proposal.
- Reported CCRC employees are constructing a wall in reception area restricting unauthorized access to the office. Harmon is exploring possibility to replace the flooring throughout the office area. The existing linoleum flooring may be the original flooring and is in poor and unsafe conditions in many areas.
- CCRC truck on Beaver Island suffered damage when driver left roadway and struck a tree limb.

Mr. Wasylewski's report:

- Gave update on status of audit. Brett Luplow, CPA is scheduled to complete field work today.

Mr. Ogden's report:

- Would like to review, discuss and adopt proposed Seasonal Road policy updates, and new policy for accepting “Paper Streets” in plats at February 23rd Regular Meeting.

Commissioner MaGee moved to pay bills totaling \$35,799.08 seconded by Commissioner Ogden.

- Roll Call VOTE: Ayes–Way, MaGee and Ogden Nays–0 Motion carried.

Chairman Way adjourned at 9:40am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

January 26, 2015

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee and Ogden, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt, Charlevoix County Parks manager Ross Maxwell, Northwest Design Group (NDG) representative Lucas Porath and Chandler Township Supervisor Dennis Howard.

Commissioner Ogden moved to accept January 12, 2015 regular meeting minutes as presented, seconded by Commissioner MaGee.

➤ VOTE: Ayes –3 Nays – 0 Motion carried.

Commissioner MaGee moved to transfer \$6,000.00 to the General Fund from the Equipment Fund to pay Lakeshore Signs and Safety Equipment for two directional arrow boards, seconded by Commissioner Ogden.

➤ Roll Call VOTE: Ayes –Way, MaGee and Ogden Nays – 0 Motion carried.

Commissioner Ogden moved to update Charlevoix County Road Commission Title VI Non-Discrimination Plan listing Douglas Way, Chairman of the Board and Patrick Harmon, Manager/Title VI Coordinator, seconded by Commissioner MaGee. In addition to contact information, Title VI updates include additional elements for compliance - Limited English Proficiency and Environmental Justice.

➤ VOTE: Ayes –3 Nays – 0 Motion carried.

Asphalt Pavement Association of Michigan (APAM) will host a half-day workshop in Gaylord March 12, 2015 to discuss items specific to the use of asphalt pavement on local roads. The manager, staff engineer and Commissioner Ogden will attend.

Charlevoix County Parks manager Ross Maxwell and NDG representative Lucas Porath were present to give an update on the Boyne City-Charlevoix Road non-motorized trail. Project Phase 1 documents have been submitted and construction should begin this summer.

Phase 2 field work is complete and preliminary designs will be finished shortly. Some minor wetland issues still need to be resolved with the DEQ but remain hopeful Phase 2 will be completed the fall of 2015. Phase 3 grant applications will be submitted in the spring. Mr. Maxwell advised attempts to secure Phase 2 right-of-way permission has been difficult with only a few property owners responding. Commissioner Ogden recommended Maxwell draft a letter to be sent to registered property owners, asking to meet with Mr. Maxwell regarding construction plans. To prepare the grade, current plans may require minimum grading outside of 33' right-of-way, into the extra granted easement of 49 ½'. The extra easement area will only be used during construction and will not be used as part of the trail once the project is complete. The letter will be reviewed by CCRC legal counsel before being sent.

Chandler Township Supervisor Dennis Howard addressed concern with seasonal roads being used as snowmobile trails. Mr. Howard received a complaint from trail groomer that the road has been scraped down bare where snowmobiles cross. The groomer has in turn placed snow over the

crossing for the snowmobiles. Mr. Howard questioned if the snowmobile trails had exclusive rights on seasonal roads and if not, recommends CCRC develop a policy allowing seasonal roads be scraped clear for homeowner's use with precedence over snowmobile trail usage.

Mr. Reinhardt's report:

- Deer Creek appears to have beaver dam blocking drainage.

Mr. Vanek's report:

- Presented updated draft policy for uncertified streets and roads in plat for review.

Chairman Way:

- Will obtain 36" belting from St Mary's Cement for new snowmobile bridge on River Road (to protect surface from studded tracks).

Commissioner MaGee moved to pay bills totaling \$107,434.65 seconded by Commissioner Ogden.

- Roll Call VOTE: Ayes—MaGee, Way and Ogden Nays—0 Motion carried.

Chairman Way adjourned at 10:10am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

January 12, 2015

Commissioners Way, Ogden and MaGee, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek, CCRC clerk Frank D Wasylewski and Charlevoix County Commissioner Ron Reinhardt attended.

Clerk Frank D Wasylewski opened the meeting at 9am and requested 2015 Chairman nominations.

Commissioner Ogden moved to nominate Commissioner Way for 2015 Chairman and to close nominations, casting a unanimous ballot electing Commissioner Way 2015 Chairman, seconded by Commissioner MaGee.

➤ VOTE: Ayes –3 Nays – 0 Motion carried.

Chairman Way opened the floor for 2015 Vice-Chairman nominations.

Commissioner Ogden moved to nominate Commissioner MaGee for 2015 Vice-Chairman and to close nominations, casting a unanimous ballot electing Commissioner MaGee for 2015 Vice-Chairman, seconded by Chairman Way.

➤ VOTE: Ayes –3 Nays – 0 Motion carried.

The Board uses Roberts Rules of Order as a general guideline.

Chairman Way opened the meeting for general business.

Commissioner Ogden moved to accept December 22, 2014 regular meeting minutes as presented, seconded by Commissioner MaGee.

➤ VOTE: Ayes –3 Nays – 0 Motion carried.

Commissioner MaGee moved to continue holding the regular meetings of Charlevoix County Road Commission Board the second and fourth Monday of each month at 9am; seconded by Commissioner Ogden.

➤ VOTE: Ayes –3 Nays – 0 Motion carried.

Commissioner MaGee moved to open 2015 Annual Material Bids at 11:00am Friday, February 27, 2015 for March 9, 2015 Board review, seconded by Commissioner Ogden.

➤ VOTE: Ayes –3 Nays – 0 Motion carried.

Commissioner Ogden moved to appoint Commissioner MaGee as voting delegate and Commissioner Ogden as alternate voting delegate at the February 2015 County Road Association (CRA) annual meeting, seconded by Commissioner MaGee.

➤ VOTE: Ayes –3 Nays – 0 Motion carried.

Mr. Ogden reviewed some of the highlights of the staff engineer's draft policy regarding acceptance requirements for uncertified roads in platted subdivisions.

Mr. Reinhardt's report:

- Remains County liaison to the Road Commission.
- Confirmed Steering Committee choice of Ferry Road as county road millage paving project for 2015. Mr. Harmon explained the Ferry Road project can be completed for less money than the 2015 millage revenue collects, with the remaining money to be banked and to be applied to a larger project in 2016. Eveline Township will contribute funds to widen the shoulders of Ferry Road.

Mr. Harmon's report:

- Presented wheel excavator quotations for summer rental. Six month minimum rental required: Michigan Cat-\$6,200/month and Alta Equipment-\$7,950/month. The Board authorized the Manager to proceed with the Michigan Cat rental.

Commissioner MaGee moved to pay bills totaling \$58,234.74 seconded by Commissioner Ogden.

- Roll Call VOTE: Ayes–Ogden, MaGee and Way Nays–0 Motion carried.

Chairman Way adjourned at 9: 43am.

Doug Way, Chairman

Frank D Wasylewski, Clerk