

CHARLEVOIX COUNTY ROAD COMMISSION
DECEMBER 30, 2016 REGULAR MEETING MINUTES ~ 9:00am
(DATE MOVED TO ACCOMMODATE HOLIDAY AND YEAR END FINANCIAL PREPARATION)

True copy

Vice Chairman MaGee opened the meeting at 9:00am.

Vice Chairman MaGee, Commissioner Ogden, CCRC manager Patrick Harmon, CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. Also present Chris Overmire-Michigan Cat & Daniel Novak-AIS Construction. Chairman Way and CCRC staff engineer James Vanek absent.

Commissioner Ogden moved to accept December 12, 2016 regular meeting minutes as presented; seconded by Commissioner MaGee.

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

Commissioner Ogden moved to transfer \$22,539.77 from the Building and Grounds Fund to the General Fund for Boyne City Office Flooring invoices, \$106,458.63 from the Equipment Fund to the General Fund for 3 new Chevrolet Pickups and \$17,362.20 from the Construction Fund to the General Fund for Boyne Mountain Road crush and shape project; seconded by Commissioner MaGee.

➤ Roll Call VOTE: Ayes – Ogden and MaGee Absent – Way Motion carried.

Commissioner Ogden moved to set tentative 2017 annual township meeting dates of January, 16, 18, 24 and 26; seconded by Commissioner MaGee.

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

Commissioner Ogden moved to approve and implement Budget Amendment 2 as recommended by the Clerk for Fiscal Year ending December 31, 2016 and approve the Clerk to make line item adjustments to the budget as necessary for year end transactions; seconded by Commissioner MaGee.

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

Commissioner Ogden moved to approve and implement the Fiscal Year January 1 to December 31, 2017 Beginning Budget as presented by the Clerk, seconded by Commissioner MaGee (see www.charlevoixroads.org for current financial information).

➤ Roll Call VOTE: Ayes – MaGee and Ogden Absent - Way Motion carried.

Mr. Harmon's report:

- The County Board of Commissioners will appoint a new Road Commissioner January 4th; there are two applicants. Manager will attend meeting.
- Equipment repairs continue to increase each year as the age of our fleet increases; would like to establish a seven year rotation for plow truck purchases.
- New gas tax and increased vehicle registration fees dedicated to road improvements go in effect January 1st.

10:00am bid openings:

2017 All Wheel Drive Motor Grader:

<u>CONTRACTOR:</u>	<u>BID AMOUNT</u>
Michigan Cat (12M3AWD)	\$ 286,683 first cost (without trade-in)
	\$ 146,683(with trade-in)
AIS Construction (JD672GP)	\$ 307,880 first cost (without trade-in)
	\$ 170,786 (72 mo lease–no trade in)

Mr. Wasylewski's report:

- Requested permission to seek pricing and options for Office Cleaning services.
- Fiber Optic installation for phone and internet service scheduled for January 5th. Once higher speed internet is installed, other necessary improvements will be addressed, including the phone system, new emails and computers.

Mr. MaGee's report:

- Suggested a speaking limitation of five (5) minutes per person be added under public comment on the agenda.

Commissioner Ogden moved to approve Vouchers #063 through #066 for \$465,498.44; seconded by Commissioner MaGee.

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

Vice-Chairman MaGee adjourned at 10:38am.

Russell MaGee, Vice Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
DECEMBER 12, 2016 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, CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. Also present David Boyle-Northwest Design Group, Lorrie Way and Denny Way.

Commissioner Ogden moved to accept November 28, 2016 regular meeting minutes as presented; seconded by Commissioner MaGee.

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

Commissioner MaGee moved to transfer \$553,193.24 from the County Millage Fund to the General Fund for NDG engineering costs and Payne & Dolan, Inc. final paving invoices; seconded by Commissioner Ogden.

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

David Boyle, Engineer with Northwest Design Group (NDG) introduced himself to the Board. Under their new ownership by King Scott Engineering, NDG has undergone a restructuring and Lucas Porath is no longer with the firm. Boyle will be the new county highway engineer and will assist the Road Commission and provide engineering services formerly done by Porath. Boyle, a registered engineer, is a graduate of Michigan Tech and has many years experience in a vast number of areas.

Commissioner Ogden moved to replace former NDG employee, Lucas Porath with David Boyle as CCRC County Highway Engineer, providing outside engineering services as needed by the Road Commission; seconded by Commissioner MaGee.

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

Mr. Harmon's report:

- New vinyl and carpet flooring has been installed in the Boyne City Office.
- Offered option to purchase a used 2003 pick-up in excellent condition for \$9,000. The manager will explore the book value before pursuing.

Mr. Way's report:

- Will not be able to attend the December 30th meeting, expressed thanks and appreciation to all for the great work relationship he's experienced over the past 20 years serving on the Road Commission Board.

Commissioner Ogden proposed the following resolution.

Whereas, Doug Way has been a valued Charlevoix County Road Commissioner, and
Whereas, beginning October 1996 has served the Road Commission and Charlevoix County citizens for over twenty years until his retirement December 31, 2016.

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

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

Manager Harmon represented Chairman Way with a retirement plaque and a small reception will follow the meeting.

Commissioner MaGee moved to approve Vouchers #060 through #062 for \$761,965.86; seconded by Commissioner Ogden.

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

Chairman Way adjourned at 9:45am.

Doug Way, Chairman (absent)
Russell MaGee, Vice Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
NOVEMBER 28, 2016 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 attended along with County Commissioner Shirley Roloff. CCRC clerk Frank D Wasylewski absent for jury duty.

Commissioner Ogden moved to accept November 11, 2016 regular meeting minutes as presented; seconded by Commissioner MaGee.

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

Commissioner MaGee moved to transfer \$9,086 from the Insurance Fund to the General Fund for CRASIF 3rd Quarter Premium; seconded by Commissioner Ogden.

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

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, 2016 to October 31, 2017. The agreement provides service to two short tribal roads in Eveline Township held in trust by the Federal Government's Bureau of Indian Affairs; seconded by Commissioner MaGee.

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

Commissioner Ogden moved to open bids 10:00am, Friday, December 30, 2016 for a 2017 work-ready tandem drive motor grader; seconded by Commissioner MaGee.

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

Ms. Roloff's report:

- County Board of Commissioners intends to appoint new Road Commissioner (to replace retiring Way) December 14th.
- County Board of Commissioners is looking for individuals to serve as Parks Committee members.

Mr. Harmon's report:

- Boyne City office flooring project has begun. Due to the complexity, the flooring broker had to hire a second contractor to complete the asbestos abatement. After waiting the necessary 10 day notification to OSHA, the two day abatement will begin after-hours Friday, December 2nd. New flooring will be installed immediately thereafter.
- Hayes Township is establishing a road committee; the manager and staff engineer will meet with township representative to provide input.
- There will be a ribbon cutting ceremony December 5th for the Walloon Lake Village TAP grant project, which was a "Streetscape" project that improved street lighting, roadside parking and landscaping. CCRC was the grant applicant for Melrose Township.
- The Rural Task Force Meeting is December 8th.

- The Road Commission must provide the County a funding proposal for the new Beaver Island garage. CCRC Board consensus authorized and directed Manager to propose a contribution of \$225,000 by CCRC, with an up front payment of \$150,000 and the remainder paid over a two year period. Utilities to be shared proportionate to square footage.
- Ironton Garage needs a new roof.

Mr. Ogden's report:

- Complimented intersection work on Deer Lake and Korthase Roads. The wide radii are facilitating turning movements better than in the past, and there are no curb overruns.
- Directed Manager to accept last meeting's offer for purchase used yard wagon trailer with thatcher submitted by Debbie Taylor for \$20.

Commissioner Ogden moved to approve Vouchers #058 through #059 for \$654,512.97; seconded by Commissioner MaGee.

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

Chairman Way adjourned at 9:53am.

Doug Way, Chairman

James G Vanek, Staff Engineer

CHARLEVOIX COUNTY ROAD COMMISSION
NOVEMBER 11, 2016 REGULAR MEETING MINUTES ~ 9:00am
(MOVED FROM NOVEMBER 14, 2016 TO ACCOMMODATE CONTRACTED BUILDING IMPROVEMENTS)

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 October 21, 2016 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, \$371,102.75 from the County Millage Fund to pay Deer Lake/Korthase Road progress billings and \$91,720.00 from the Preventive Maintenance Fund for APM LLC invoice; seconded by Commissioner Ogden.

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

Reviewed offers received for equipment listed for sale. Commissioner Ogden moved to accept offer to purchase “Old Dump Box – Crystal 13’HD ser #3063895” from Kurt Koteskey for \$50; seconded by Commissioner MaGee.

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

Representatives from both garages attended a recent CCRC Safety Meeting and requested a change to safety attire purchases by CCRC and suggested an annual per diem for each affected employee. CCRC Boyne City Garage Foreman Mike Skop compiled a list of safety attire the Road Foremen of both garages feel are necessary for each employee to perform their duties safely and properly. The Manager will contact Labor Counsel to address possible contract modifications.

Mr. Reinhardt’s report:

- Asked if CCRC would be outfitting trucks with green warning lights approved by the legislature. CCRC has begun outfitting trucks with the lights.
- With more people living on seasonal roads, discussed issue of roads not plowed in the winter.

Mr. Harmon’s report:

- Received complaint regarding Marion Center Road from Jeff Dickman. Dickman is not happy the road will not be improved until 2018; feels road is in bad shape and needs immediate attention.
- Will contact State Representative and Senator to express opposition to proposed Speed Limit Study (HB4423-4426).
- Met with Transit, Sheriff and County Administrator to discuss new Beaver Island facility. It was proposed the Road Commission would contribute \$225,000 toward the necessary renovations, but will retain the lots where the current garage is located. Utilities and access to fuel still need to be resolved.
- Agreement Concerning Phase 2 of the Boyne City to Charlevoix non-motorized trail received from Charlevoix County Counsel, Bryan Graham.

Commissioner Ogden moved the “Agreement Concerning Phase 2 of the Boyne City to Charlevoix Non-Motorized Trail” between Charlevoix County and the Charlevoix County Road Commission be adopted and implemented and authorize Chairman Way to sign on behalf of CCRC; seconded by Commissioner MaGee.

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

Mr. Vanek’s report:

- Guardrail and permanent signs will be installed on Ellsworth Road next week, and that should be the end of a very busy paving season.
- Camp Daggett Road paving project will receive a Merit Award from APAM (Asphalt Paving Association of Michigan).

Commissioner MaGee moved to approve Vouchers #054 through #057 for \$1,098,959.19; seconded by Commissioner Ogden.

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

Chairman Way adjourned at 10:35am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

CHARLEVOIX COUNTY ROAD COMMISSION
OCTOBER 21, 2016 REGULAR MEETING MINUTES ~ 9:00am
(MOVED FROM OCTOBER 24, 2016 TO ENSURE FULL BOARD ATTENDANCE)

True copy

Chairman Way opened the meeting at 9:20am.

Chairman Way, Commissioners MaGee and Ogden, CCRC manager Patrick Harmon, CCRC Shop Superintendent Mick Luchenbill and CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. Also attending: Hayes Township resident, Clare Zitka. CCRC staff engineer James Vanek was overseeing Lake 26 Road paving project.

Commissioner MaGee moved to accept October 11, 2016 regular meeting minutes as presented; seconded by Commissioner Ogden.

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

Commissioner Ogden moved to transfer \$312,540.95 from the County Millage Fund to pay progress billings; seconded by Commissioner MaGee.

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

Chairman Way reported that after the October 11th meeting adjourned a bid was received via UPS for the 3 pickup trucks. UPS attempted to deliver the letter on Monday, but due to the Columbus Day Holiday, the Road Commission was closed. After discussion, the consensus of the Board was to retain the bids as received and read on October 11th.

Shop Superintendent Luchenbill reported with the exception of chrome bumpers on the ½ ton trucks, the three pickup trucks were bid as per spec. The Board directed a purchase order to Dave Kring be issued.

Offers were received for used equipment: #011 pickup, #210 pickup and #074 grader.

Commissioner Ogden moved to accept offers to purchase #011 Dodge pickup from Cheyenne Neaves for \$500 and #210 Dodge pickup w/#453 plow from Michael Mason for \$605; seconded by Commissioner MaGee.

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

Hayes Township resident, Clare Zitka requested permission for Susan Lake Association to create a gravel landing area in the right-of-way of Boyne City-Charlevoix Road to place a garbage dumpster for Association use. The Manager will meet on site with Zitka to review project and determine location.

Mr. Reinhardt's report:

- Asked about status of Beaver Island building.

Mr. Harmon's report:

- Straits Area Council Meeting November 1st.
- MTA meeting October 24th at East Jordan Senior Center.
- Beaver Island Contractor delivered 100cyd more ice control sand than ordered.
- Former employee Dave Adams died. Funeral will be November 12th. Chairman Way & Manager will attend.

- PASER rating of local roads will be done next week.

Chairman Way called for a 5 minute recess; resumed meeting at 10:15am.

Mr. Wasylewski's report:

- The Blue Cross premium is expected to increase 2% next year for the same current coverage. CCRC is well under required caps.
- The next Board of Commissioners meeting is over three weeks away and some invoices may need to be paid to avoid penalties or to take discounts, requested approval to pay any necessary month end invoices.

Due to length between meetings, Commissioner Ogden moved to authorize Clerk and Manager with review by one commissioner, to pay any necessary invoices on October 31st; seconded by Commissioner MaGee.

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

Commissioner Ogden moved to approve Vouchers #052 through #053 for \$891,014.99; seconded by Commissioner MaGee.

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

Chairman Way adjourned at 10:40am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

CHARLEVOIX COUNTY ROAD COMMISSION
OCTOBER 11, 2016 REGULAR MEETING MINUTES ~ 9:00am
(MOVED FROM OCTOBER 10, 2016 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 clerk Frank D Wasylewski and CCRC shop superintendant Mick Luchenbill attended along with County Commissioner Ron Reinhardt. CCRC staff engineer James Vanek was overseeing Lake 26 Road paving project.

Commissioner Ogden moved to accept September 26, 2016 regular meeting minutes as presented; seconded by Commissioner MaGee.

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

Commissioner MaGee moved to award ice control sand bids for Boyne City Garage to low bidder Paulben LLC at \$3.48/ton delivered and Ironton Garage to low bidder J&N LLC at \$6.60/ton delivered; seconded by Commissioner Ogden.

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

Shop superintendant Mick Luchenbill presented list of obsolete equipment to be sold. The equipment will be priced and posted for sale, both in-house and online. All equipment to be sold as is/where is. Equipment will be sold as listed on first come, first serve; all “best offer” will be reviewed at commissioner’s meeting. Items to be sold:

Equip No.	Description	Price
#011	1984 Dodge 3/4t crew cab pickup	\$800.00
#050 w/#050D	1946 Duplex Truck with Etnyre black topper	\$15,000.00
#074 w/#074W	1976 Fiat Allis grader w/ Rockland windrow eliminator	\$10,000.00
#169	Root portable snow blower	\$1,800.00
#210 w/#453	1999 Dodge 3/4t pickup w/ Hiniker snowplow	\$800.00
#211 w/#452	1999 Dodge 3/4t pickup w/ Hiniker snowplow	\$750.00
#262	1974 Etnyre Chip Spreader	\$15,000.00
-----	Dump Box only (from truck #053)	\$100.00
-----	Wagon trailer w/thatcher	\$75.00

Commissioner Ogden moved to change the October 24th Regular Meeting to 9am Friday, October 21, 2016 to ensure full board attendance; seconded by Commissioner MaGee.

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

Mr. Reinhardt’s report:

- Reported paving projects on Deer Lake and Korthase Roads look good.

Mr. Harmon’s report:

- MDOT director is proposing changes to Act 51 distribution formula.

- Manager, road foremen, shop superintendant and purchasing agent attended Supervisor's Conference. Conference was well attended and very informative.
- Norwood Township would like to proceed with Lake Shore Drive with power line relocation, dirt work and drainage, however, no paving at this time. Will have staff engineer prepare bid packet to bid this fall for spring 2017 construction.
- Property owners on seasonal portion (south end) of Kuzmik Road, Hudson Township will work through the township to improve 0.25mile section of road to county specifications. Owners have logged the property and bid packets will be prepared this fall for spring work.

Mr. Wasylewski's report:

- U.S. Mail will now be delivered to the Road Commission; use of the post office box will be discontinued over the next year.

10:00am bid opening – three pickup trucks:

Dealer	½ ton (crew cab) 2017 model year	¾ ton (2 trucks) 2017 model year
Dave Kring Chevrolet	\$36,542.98	\$69,538.00

Commissioner Ogden moved to accept and purchase 3 pickup trucks, as bid, from Dave Kring Chevrolet provided they meet bid specifications and approved by Manager; seconded by Commissioner MaGee.

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

Mr. Ogden's report:

- Presented copies of old specifications for road construction from 20 years ago that was totally inadequate compared to today's specifications that are the best in the region.
- Requested that our future road construction projects include a requirement that the top course of asphalt on a mainline paving project be placed no later in the year than September 15th. Reasons: as temperatures start dropping in the fall (especially overnight) optimum adhesion between layers is compromised. Secondly, fall is a time of increased rains and subsequent debris being washed onto the first lift, as well as contamination of falling leaves littering the roadway, often during the bond coat placement process. This request does not include restoration work, which may continue after that date.

Mr. MaGee's report:

- Received call regarding drainage issue on Bingham Road.

Mr. Way's report:

- With the end of his term rapidly approaching, asked if his position has been advertised.

Commissioner Ogden moved to approve Vouchers #049 through #051 for \$370,232.70; seconded by Commissioner MaGee.

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

Chairman Way adjourned at 10:50am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

CHARLEVOIX COUNTY ROAD COMMISSION
SEPTEMBER 26, 2016 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: Matt Radulski-MDOT Gaylord TSC, Jay Wangeman-NDG and Kiersten Stark-Charlevoix County Planning Dept.

Commissioner Ogden moved to accept September 12, 2016 regular meeting minutes as presented; seconded by Commissioner MaGee.

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

MDOT Gaylord TSC representative, Matt Radulski, presented MDOT proposal for 7 miles of concrete joint repair/patching in the northbound lane of US-31 in Norwood, Charlevoix and Marion Townships during 2017. The proposed budget is \$2.5million with \$2.4million needed for actual project construction as proposed. To complete the project quickly and efficiently, MDOT has proposed a northbound detour route using Barnard Road as opposed to no detour but using a signal and flag control, requiring an additional 3 months time. Radulski proposed MDOT would wedge both sides of Barnard Road in exchange for usage and convenience. CCRC Manager and Engineer do not believe structure of the road would accommodate wedge and proposed an overlay with an estimated cost over \$616,000. The Manager will propose a cost share overlay project to MDOT.

Kiersten Stark, Charlevoix County Planning Department and Jay Wangeman, Northwest Design Group (NDG) reported funding status of BC-Charlevoix Road non-motorized trail Phase II scheduled for the October 7th MDOT letting. The estimated total cost is \$670,700. Stark advised most of the funds have been secured but have a current shortfall of \$20,700. The Road Commission serves as the Act 51 supporting agency, but will not be asked to contribute any funds toward the project.

Commissioner Ogden moved to accept MDOT Contract Number 16-5448 (TAP Grant – Project TAL15029-122112A), for Non-motorized path work along Highway US-31 from Waller Road easterly to Boyne City Road, and along Boyne City Road from Highway US-31 easterly to Quarterline Road and authorize the Board Chairman Doug Way and Manager Patrick Harmon to sign the MDOT contract; seconded by Commissioner MaGee.

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

Commissioner MaGee moved to transfer \$1,469,120.10 from the County Millage Fund to the General Fund to pay project billings; seconded by Commissioner MaGee.

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

A letter of complaint was received from Eugene Smith regarding CCRC mowing cedar trees and lilac bushes on Looze Road. Manager will address.

Commissioner Ogden moved to open bids 10:00am, Friday, October 7, 2016 for Ice Control Sand for the Ironton (2,000cyd) and Boyne City (3,000cyd) garages; seconded by Commissioner MaGee.

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

Commissioner MaGee moved to open bids 10:00am, Tuesday, October 11, 2016 to purchase three (3) 2017 work-ready pickup trucks; seconded by Commissioner Ogden.

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

Commissioner Ogden moved to award Heritage Heights Subdivision Afton stone project (076.3.014.17 – South Arm Township) to low bidder J&N Construction for \$20,571.80; seconded by Commissioner MaGee.

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

Commissioner MaGee moved to approve and implement the January 1, 2016 to December 31, 2016 Budget Amendment 1 as recommended by the Clerk; seconded by Commissioner Ogden.

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

Mr. Reinhardt's report:

- Reported there is a beaver problem on Korthase Road, however it may be private property.

The Chairman called for a 5 minute recess; meeting resumed at 10:35am.

Mr. Harmon's report:

- Received CRASIF Worker's Comp Award for having one of the lowest injury rates among road commissions in the state.
- Received letter from Kim Brown regarding Advance Road signage as it merges with Peninsula Road. Manager proposes round-about as best solution. However, with lack of serious accidents documented, obtaining MDOT safety grant may be difficult.
- Meeting with County officials today at NDG to discuss new Beaver Island building.
- List of used equipment proposed to be sold will be ready for next meeting.
- Recommended Purchasing Agent, Mike Lickfeldt, attend supervisor's conference.

Mr. Vanek's report:

- One bid received for Beaver Island ice-control sand from Richie Gillespie for \$12.79/cyd.
- Box culvert was installed on Korthase Road last Friday, allowing traffic to resume; top course still needs to be completed.
- Clearing is done on Lake 26 Road project; gravel should be placed this week with paving to follow.
- County Club Road, Melrose Township is scheduled for paving next week.

Mr. Wasylewski's report:

- Electronic Direct Deposit of payroll is now available to employees.

Commissioner Ogden moved to approve Vouchers #047 through #048 for \$1,741,435.39; seconded by Commissioner MaGee.

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

Chairman Way adjourned at 11:15am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
SEPTEMBER 12, 2016 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: MCRCSIP Administrator Gayle Cummings. CCRC staff engineer James Vanek was overseeing Deer Lake/Korthase Road projects.

Commissioner Ogden moved to accept August 22, 2016 regular meeting minutes as presented; seconded by Commissioner MaGee.

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

Manager Harmon reported State Trunkline Contract expires September 30th. A new contract has not been negotiated and MDOT requests extension of one year.

MDOT STATE TRUNKLINE MAINTENANCE CONTRACT NO. 2012-0500/A1 RESOLUTION

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

WHEREAS, the Michigan Department of Transportation (MDOT) and the Charlevoix County Road Commission (CCRC) entered into the MDOT State Trunkline Maintenance Contract No. 2012-0500 for the period 1 October 2012 through 30 September 2016; and

WHEREAS, the Contract expired on its own terms on 30 September 2016; and

WHEREAS, the parties desire to retroactively extend the Contract to provide sufficient time to explore ways to work together for improving the efficiency of maintenance activities on the state trunkline highways and bridges within Charlevoix County.

THEREFORE, BE IT RESOLVED, MDOT and CCRC agree to amend Section 27 of Contract 2012-0500 extending the contract through 30 September 2017 and the Board hereby authorizes the manager Patrick Harmon and the chairman Doug Way to sign the contract, and

BE IT FURTHER RESOLVED, CCRC Clerk shall provide Resolution copy to MDOT.

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

The MERS Annual Conference will be September 28-29th in Acme. The Board recommends the individual nearest retirement (Tom Webb) and the Clerk attend.

Ms. Roloff's report:

- The Hazardous Waste collection last weekend was slow in comparison to previous collections.
- Requested status of new building on Beaver Island. The Manager advised there have been no updates.

Mr. Harmon's report:

- Vice-Chairman Russell MaGee will serve as Voting Delegate and Keith Ogden, Alternate at the Northern Michigan Association of Road Commissions Annual Meeting.
- Received notice from St James Township Zoning Board of Appeals regarding variance requested by property owner adjacent to Beaver Island garage. Applicant seeks side yard

variance to construct garage 1.6 feet from the property line. For safety and maintenance concerns, CCRC will oppose the variance request.

- Presque Isle County Road Commission will host a 100th anniversary celebration October 7th.
- Attended hearing in Melrose Township regarding MDOT's desire to substitute split rail fence for steel guardrail at the township park. The guardrail will stay in place.
- Travelling to Beaver Island with MCRCSIP Insurance Administrator, Gayle Cummings to review buildings.

Mr. Wasylewski's report:

- MCRCSIP refund of \$35,973 received. \$35,000 will be returned to the insurance fund.
- July's MTF check was considerably lower. The Department of Treasury corrected prior month's distributions that were classified improperly. The August and September MTF distributions will be affected with the establishment of two new state funds.

Commissioner MaGee moved to approve Vouchers #043 through #046 for \$415,024.15; seconded by Commissioner Ogden.

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

10:00am bid opening

Heritage Heights Subdivision Afton stone project (South Arm Township) (project #076.3.014.17).

CONTRACTOR:
J&N Construction

BID AMOUNT:
\$20,584.80

Chairman Way adjourned at 10:12am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
AUGUST 22, 2016 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, NDG Representative-Jay Wangeman and CCRC shop foreman, Mick Luchenbill.

Commissioner Ogden moved to accept August 8, 2016 regular meeting minutes as presented; seconded by Commissioner MaGee.

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

Northwest Design Group representative, Jay Wangeman, presented Boyne City to Charlevoix Shared Use Path – Phase II status report. CCRC will serve as Act 51 agency for the project. Project is scheduled for the October 7th MDOT letting with final project completion date of July 28, 2017. Proposed final construction estimate is \$1,171,273.50, nearly \$200,000 over original construction budget. The County plans to fundraise and grant write to cover difference.

Commissioner Ogden moved to transfer \$1,065,399.41 to the General Fund from the County Millage Fund to pay Ellsworth, Deer Lake and Korthase Roads progress billings and \$9,086.00 from the Insurance fund to the General Fund for CRASIF quarterly premium; seconded by Commissioner MaGee.

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

Shop Foreman, Mick Luchenbill, reported he would like to install a v-box sander on tandem truck #053, eliminating the dump box. Luchenbill is preparing specs to purchase three new pickups and hopes to have available for next meeting. Luchenbill is also compiling a list of idle/obsolete equipment that will be listed for sale on the web page.

Commissioner MaGee moved to open bids 10:00am, Monday, September 12, 2016 for Heritage Heights Subdivision Afton stone project, South Arm Township (076.3.014.17); seconded by Commissioner Ogden.

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

Commissioner Ogden moved Charlevoix County Road Commission support Melrose Township Resolution #2016-08-09-01 opposing MDOT proposed removal of current metal guardrail between M-75 North and the Melrose Township Park Public Beach and replacement with proposed split rail fence; seconded by Commissioner MaGee.

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

Commissioner MaGee moved to award Healey Road Afton stone project (076.3.015.26 – Wilson Township) to low bidder Paulben Company for \$24,250.00; seconded by Commissioner Ogden.

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

Mr. Reinhardt's report:

- Charlevoix County Board of Commissioners will pass resolution of support for Melrose Township to retain existing guardrail near the Walloon Lake beach.

Mr. Harmon's report:

- Dedication ceremony for first phase of the Boyne City-Charlevoix Road Bike Path will be 11:00am, September 1st near Young State Park.
- County Road Association has advised the December MTF check may be reduced by 50-percent or more under Michigan Department of Treasury's interpretation of "50-year road lockbox" report. The funds were to be taken from the new fuel tax revenue.
- Received request from Norwood Township Supervisor, Frank Hamilton to attend township meeting regarding Lakeshore Drive, 7:00pm August 24th in the township hall to inform residents the status of project. Northwest Design Group and Great Lakes Energy have also been invited to attend.
- Was contacted by Boyne Valley Township Supervisor requesting the seasonal road, Bisque Road, be plowed in the winter.

Mr. Vanek's report:

- Center line painting on various county roads was completed using State of Michigan TAP Funds.
- Deer Lake Road top course is complete.
- Gravel placement on Ellsworth Road is nearly done.
- There will be a progress meeting for the Lake 26 project this week.

Mr. Wasylewski's report:

- As of September 1st, will change banking institutions from Huntington Bank to Chemical Bank. The County Treasurer is also placing CCRC Capital Depreciation Funds in Chemical Bank. The change will be financially beneficial to CCRC by increasing earned interest.

Commissioner MaGee moved to approve Vouchers #041 through #042 for \$1,810,377.42; seconded by Commissioner Ogden.

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

Chairman Way adjourned at 10:10am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

CHARLEVOIX COUNTY ROAD COMMISSION
AUGUST 8, 2016 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. CCRC clerk Frank D Wasylewski absent.

Commissioner Ogden moved to accept July 25, 2016 regular meeting minutes as presented; seconded by Commissioner MaGee.

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

Commissioner MaGee moved to transfer \$133,154.00 to the General Fund from the County Millage Fund to pay Payne & Dolan progress billing; seconded by Commissioner Ogden.

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

McKerchie Enterprises, Inc. bid of \$320,909.50 was read low at the August 5, 2016 MDOT letting for Village of Walloon Lake M-75 Streetscape project (project #16-5392 TAL15071-129585A) funded under MDOT Transportation Alternatives Program (TAP) and Melrose Township. (CCRC is the Act 51 sponsor for this project).

Commissioner Ogden moved the Board Chairman and Manager be authorized to sign MDOT contract for Contract Number 16-5392; seconded by Commissioner MaGee.

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

Mr. Reinhardt's report:

- Deer Lake Road reconstruction is looking great.

Mr. Harmon's report:

- The two road foremen, shop foreman and he will attend Superintendent's Seminar in October.
- Met recently with South Arm Township Zoning Administrator, John Ferguson and landscaper to review landscaping installed for a homeowner within Flagg Road turn around area and road right-of-way. The right-of-way is staked and numerous trees, backup generator and propane tank were placed within Flagg Road right-of-way. Homeowner will move the trees outside the right-of-way and turn around. The backup generator and propane tank will be allowed to remain within right-of-way, however if future road construction requires relocation of the structures, it will be done at the homeowner's expense. Legal counsel will draft deed restriction specifying details to be signed by the homeowner and recorded with Register of Deeds.
- Additional funds added to the State Highway Maintenance Agreement will be used to place 23A gravel on M-75 and M-66 shoulders.
- Exploring feasibility of purchasing rubber tire roller to use when working on gravel projects.
- Shop Foreman, Mick Luchenbill will write bid specifications to purchase three new pickups.
- Deer Lake Road embankment placement along Ed Crozier's property is complete. The fence within the CCRC 49.5foot right-of-way in this section of road was removed by the contractor to facilitate embankment placement.

- Magee Road cross culvert near Town Pump Road is complete. The clay tile crossing Town Pump Road draining low area will be jetted out this fall. Would like to place Afton Stone on Magee Road, from Stafford Road to Chandler Hill Road next year with anticipated new road funding.
- Received letter from a Lakeshore Drive resident (Eveline Township) requesting the speed limit be lowered to 35 MPH.

Mr. Vanek's report:

- Ellsworth Road reconstruction progressing with slope flattening, Miles Road intersection sight improvements and subgrade undercuts continuing this week.
- Biennial bridge inspections need to be completed by November; all bridge stream crossings are now required to have a cross section survey.
- Korthase Road concrete box culvert installation is planned for the week of August 15th thru August 26th and requested Korthase Road be closed during installation.

Commissioner Ogden moved to allow closure of Korthase Road from Deer Lake Road to Pesek Road for the culvert replacement, closure will be for approximately 2 weeks and will be at engineer's discretion for commencing when the culvert is delivered; seconded by Commissioner MaGee (detour has been established to accommodate the closure).

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

10:00am bid opening

Healey Road Afton stone project (Wilson Township) (project #076.3.015.26).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Paulben Company	\$24,250.00
Poquette Leasing Co.	\$28,190.00

Commissioner Ogden moved to approve Vouchers #038 through #040 for \$241,865.94; seconded by Commissioner MaGee.

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

Chairman Way adjourned at 10:05am.

Doug Way, Chairman

James Vanek, Staff Engineer

**CHARLEVOIX COUNTY ROAD COMMISSION
JULY 25, 2016 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. CCRC staff engineer James Vanek was overseeing Deer Lake Road paving project.

Commissioner Ogden moved to correct July 11 2016 regular meeting minutes as follows; seconded by Commissioner MaGee.

- Line 41 Bid amount - indicate bid amount "as read" with notation stating bid amount "as tabulated"

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

Commissioner MaGee moved to transfer \$5,089.50 to the General Fund from the County Millage Fund to pay NDG engineering costs and \$46,832.00 from the Preventive Maintenance Fund to the General Fund to pay APM LLC crack sealing invoice; seconded by Commissioner Ogden.

➤ Roll Call VOTE: Ayes – Ogden, MaGee & Way Nays – none Motion carried.

Commissioner Ogden moved to award Bay Shore North subdivision undercuts project (A489.007.043 – Hayes Township) to low bidder Tri-County Excavating for \$143,876.05; seconded by Commissioner MaGee.

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

Commissioner MaGee moved to open bids 10:00am, Monday, August 8, 2016 for Healey Road Afton stone project, Wilson Township (076.3.015.27); seconded by Commissioner Ogden.

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

The Board directed the Manager to cast the 2016 CRASIF ballot.

Mr. Harmon's report:

- Straits Area Council meeting is August 2nd.
- Homeowner on Flagg Road recently had home landscaped and placed several large trees and other plants in the right of way that is used as a turn around area. Manager has sent letter to homeowner.
- Property owner, Ed Crozier, on Deer Lake Road has three fence posts in road right of way that need to be moved, the Manager will meet with Crozier. CCRC owns 49.5' right of way in this section of road.
- Several employees attended recent CCRC safety meeting and requested upgrade of gloves and other safety equipment. The employees will submit a proposal to the manager.

Mr. Wasylewski's report:

- Recent change to the MERS pension plan merging new employees into the old plan was well received and appreciated by employees.
- Will not be present for August 8th meeting.

Mr. Ogden's report:

- Would like to do cost benefit analysis to determine long term feasibility of paved shoulders versus gravel shoulders.

Commissioner MaGee moved to approve Vouchers #036 through #037 for \$229,232.07; seconded by Commissioner Ogden.

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

Chairman Way adjourned at 10:03am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
JULY 11, 2016 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. Present for 10:00am bid opening: Vince Carpenter, MDC Contracting and Mario Suarez, Super M Excavating. CCRC staff engineer James Vanek was overseeing Camp Daggett Road paving project.

Commissioner Ogden moved to correct June 27 2016 regular meeting minutes as follows; seconded by Commissioner MaGee.

- Line 16 add "South" after Lakeshore Drive.

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

Mr. Harmon's report:

- Reported on upcoming joint Road Commissions and Insurance conferences.
- New mechanic started today and mechanic on sick leave also returned to work.
- Camp Daggett Road paved.
- Construction has begun on Deer Lake, Ellsworth and Korthase Roads.

Mr. Wasylewski's report:

- Presented procedure required to rescind lower defined benefit division of the MERS pension plan. Charlevoix County Road Commission adopted a lower defined benefit pension plan in 2013 for new hires of division 01 to meet the requirement of proposed legislation, since the Act was never implemented, CCRC is rescinding the lower Defined Benefit division to establish uniform employee benefits.

Commissioner Ogden moved to authorize Chairman Way to sign the Michigan Employees' Retirement System (MERS) Defined Benefit Plan Adoption Agreement to merge division 11 (lower DB) active and future eligible employees into division 01, effective July 1, 2016; seconded by Commissioner MaGee.

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

Mr. Ogden's report:

- Will present annual report to County Board during their Wednesday regular meeting.

Chairman called for eight minute recess until 10:00am bid opening.

10:00am bid opening

Bay Shore North (Hayes Township) subdivision undercuts (project #A489.007.043).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Tri-County Excavating	\$143,876.05
Super M Excavating	\$148,570.00
MDC Contracting	\$187,616.00
Rieth-Riley Constr Co.	\$211,947.25
Team Elmer's	\$171,366.00 "as read".

“as tabulated” bid total found to be \$217,066.00 (corrected 7/25/16)

Commissioner MaGee moved to approve Vouchers #033 through #035 for \$223,337.46; seconded by Commissioner Ogden.

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

Chairman Way adjourned at 10:10am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
JUNE 27, 2016 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 present: Lucas Porath-Northwest Design Group(NDG), Frank Hamilton-Norwood Township Supervisor, Bill Gnodtke-Norwood Township Road Committee and Brett Luplow, CPA- Gardner, Provenzano, Thomas & Luplow (10am).

Commissioner Ogden moved to accept June 13 2016 regular meeting minutes as presented; seconded by Commissioner MaGee.

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

Frank Hamilton, Norwood Township Supervisor presented Board members with a letter of response regarding CCRC Memorandum “Estimate to rebuild Lakeshore Drive **South**”. Norwood Township requested Lakeshore Drive be paved using 18’ pavement. *(corrected 7/11/16)*

Proposed improvement prepared by NDG discussed. Commissioner Ogden questioned why recent Afton Stone surface is not satisfactory. Norwood Road Committee member Bill Gnodtke stated the residents prefer an asphalt surface. The Township is concerned the character of the area will be changed by the ditch work and extensive tree removal proposed. The Manager, Pat Harmon, advised the tree removal is dependent on Great Lakes Energy relocation of power poles, but does not envision a clear cut of the entire road right of way. However, the electric poles currently adjacent to the asphalt edge must be relocated. The Manager also presented concerns with narrow paved width and winter maintenance. County trucks very easily could cross left of center on a narrower road.

Gnodtke stated residents on Lakeshore Drive are upset the road commission is requiring 20’ pavement width. Commissioner MaGee reminded everyone that in the past, Road Commission requirements for paving a road like Lakeshore Drive included a 22’ wide paved surface, but at Norwood’s request some time ago for an 18’ wide surface on North Lakeshore Drive, the road commissioners compromised at 20’ (by a 2 to 1 vote).

Commissioner Ogden proposed 4 potential solutions: 1) abandon the road and residents assume maintenance 2) make no change and CCRC maintain as is 3) build to CCRC standards or 4) proceed with legal action.

Hamilton stated he would like a response to his letter presented. The Board consensus is to not provide an estimate to Norwood Township to pave Lakeshore Drive using 18’ pavement width, since the Board is firm about requiring a 20’ wide pavement.

The Manager proposed on site meeting with Mr. Hamilton, Great Lakes Energy, NDG and CCRC Manager and Engineer. Hamilton stated at today’s meeting he received many details to take back to the residents.

Gnodtke requested tree removal within Lake Street right-of-way. Manager will speak with the Road Foreman.

Commissioner MaGee moved to transfer \$2,140.00 from the County Millage Fund to the General Fund for NDG engineering expenses; seconded by Commissioner Ogden.

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

Commissioner Ogden moved to open bids 10:00am, Monday, July 11, 2016 for Bay Shore North Subdivision undercut project, Hayes Township (A489.007.043); seconded by Commissioner MaGee.

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

Commissioner MaGee moved to award Quarterline Road subgrade improvement project (A489.007.042 – Hayes Township) to low bidder Tri-County Excavating for \$200,933.90; seconded by Commissioner Ogden.

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

Brett Luplow, CPA, of Gardner, Provenzano, Thomas & Luplow, presented audited CCRC financial statements for fiscal year October 1, 2014 – December 31, 2015. Luplow advised new accounting standards require recognition of net pension liability be included on financial statements.

Commissioner Ogden will present annual report to the County Board of Commissioners July 13th.

Mr. Reinhardt's report:

- Will not be present for first meeting in July. Commissioner Roloff will be in attendance.

Mr. Harmon's report:

- Great Lakes Energy will not cut down large tree on Beaver Island. The tree must be removed and Manager received estimate for \$800 to cut tree. The stump will not be removed, but will be cut to ground level.
- County chapter MTA meeting tonight at Chandler Township regarding ORV trails.
- Hopeful mechanic position is filled, pending physical and drug test results.

Commissioner Ogden moved to allow Boyne City-Charlevoix Road closure, September 5, 2016 for the "Horton Bay Labor Day Bridge Walk" from 8:30pm to 10:00pm (sheriff department will provide traffic control); seconded by Commissioner MaGee.

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

Mr. Vanek's report:

- Work has begun on Ellsworth Road county millage project.

Mr. Wasylewski's report:

- Independent lab results indicate current flooring contains asbestos. Will contact flooring contractors to modify quotations for proper removal.
- MERS actuarial valuation received presenting contributions necessary to bring all employees into same pension benefit. The Board is in favor of combining the two divisions into one and instructed Clerk to obtain process required to make adjustment.

Mr. Ogden's report:

- Safety meeting scheduled for July 14, 2016 7:00am.

Commissioner MaGee moved to approve Vouchers #031 through #032 for \$206,018.50; seconded by Commissioner Ogden.

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

Chairman Way adjourned at 11:18 am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
JUNE 13, 2016 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 present: Kiersten Stark, Charlevoix County Planning Department.

Commissioner Ogden moved to accept May 23 2016 regular meeting minutes as presented; seconded by Commissioner MaGee.

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

Kiersten Stark, Charlevoix County Planning Department, requested the Road Commission serve as the Act 51 applicant agency for Phase II of the Boyne City to Charlevoix Bike Path, and provide MDOT a resolution of support and maintenance responsibility.

**RESOLUTION OF SUPPORT
BOYNE CITY TO CHARLEVOIX NON-MOTORIZED TRAIL – PHASE II**

WHEREAS, the Charlevoix County Board of Road Commissioners (the “Board”) acknowledges that the County of Charlevoix (the “County”) desires to develop Phase II of the Boyne City to Charlevoix Non-motorized Trail, a 10-foot wide paved non-motorized trail within the Boyne City Road right-of-way on the north/east side of the road, running parallel to, but separate from the road, beginning at the Charlevoix/Hayes Township line, across the road from Eastern Avenue, and extending to Quarterline Road in Hayes Township. This phase of the trail will also include a trail spur outside of the Boyne City Road right-of-way, beginning at Boyne City Road at a point 1,250 feet east of Eastern Avenue, and running north to US-31 via a series of easements across private property, crossing US-31 at a point 2,760 feet northeast of the US-31/Boyne City Road intersection, and connecting to the Little Traverse Wheelway, as shown on the attached boundary map; and

WHEREAS, this Board acknowledges that, on behalf of the County, it has received a Transportation Alternatives Program (TAP) grant from the Michigan Department of Transportation in the amount of \$500,000, which is approximately 42% of the total project construction cost of \$1,195,095.00; and

WHEREAS, this TAP grant requires a local match of, at a minimum, 20% of the project construction cost, which totals \$239,019, in addition to further costs required for engineering and contingencies; and

WHEREAS, this Board acknowledges that the County has agreed to pay the local match and for all construction and construction engineering costs in excess of the TAP grant funds; and

WHEREAS, this Board acknowledges that the County has agreed to accept maintenance responsibility for the non-motorized trail according to the attached resolution dated July 15, 2011; and

WHEREAS, this Board recognizes that, as an Act 51 agency, it is required by the Federal Highway Administration and Michigan Department of Transportation to be the recipient of such TAP grant funds on behalf of the County.

NOW, THEREFORE, BE IT RESOLVED that this Board certifies that all necessary matching funds have been secured, are available, and have been committed for use on this project, and agrees to administer the project on behalf of the County.

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

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

Commissioner MaGee moved to transfer \$9,086.00 from the Insurance Fund to the General Fund for CRASIF quarterly insurance premium; seconded by Commissioner Ogden.

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

The Board directed the Manager to cast the MCRCSIP 2016 Board of Directors Ballot for the incumbent.

Commissioner MaGee moved to award the following projects to their respective low bidders; seconded by Commissioner Ogden.

- a. Lake 26 Road paving project (A489.009.042-Marion Township), to Team Elmer's \$519,468.75.
- b. Olstrom & Shaler Roads Afton stone projects (076.3.006.27 & 28-Eveline Township), to Paulben Company \$19,719.00.
- c. Carson Road Afton stone project (076.3.014.16 & 076.3.015.26-South Arm & Wilson Townships) to Poquette Leasing Company \$49,513.00.
- d. Nelson Road paving project (A489.014.018-South Arm Township) to Payne & Dolan Inc. \$85,620.70.

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

Mr. Reinhardt's report:

- Informed Wilson Township Board of improvements made to Barber Road.
- Expressed concern with Barber and Pesek Road intersection. The Manager stated new traffic signs have been ordered for the intersection.
- Concerned width of Barber Road hill could be an issue when Deer Lake Road is detoured.

Mr. Harmon's report:

- MCRSIP Annual membership meeting is July 27-28, 2016.
- Will begin dust control on Beaver Island this week.
- There is a large tree on Beaver Island in between power lines needing removal. For safety reasons, requested Great lakes Energy remove the tree.
- Conversion to LED lighting in office has begun. Contractor will continue this week with upgrade of lights in Boyne City garage.
- Several pieces of obsolete and underutilized equipment should be sold while they still have value.

Mr. Vanek's report:

- Work on Ellsworth Road project should begin next week.
- Requested approval for Deer Lake Road closure to install culvert.

Commissioner Ogden moved to allow closure of Deer Lake Road between Korthase Road and Fall Park Road for the culvert replacement; seconded by Commissioner MaGee.

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

Commissioner MaGee moved to approve Vouchers #028 through #030 for \$226,773.00; seconded by Commissioner Ogden.

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

Chairman Way adjourned at 10:30am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

CHARLEVOIX COUNTY ROAD COMMISSION
MAY 23, 2016 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 MaGee moved to accept May 9, 2016 regular meeting minutes as presented; seconded by Commissioner Ogden.

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

Commissioner Ogden moved to transfer \$2,267.50 from the County Millage Fund to the General Fund: to pay NDG engineering costs (Ellsworth, Deer Lake & Korthase Road projects); seconded by Commissioner MaGee.

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

Commissioner Ogden moved to open bids 10:00am, Thursday, June 2, 2016 as follows; seconded by Commissioner MaGee.

- a. Carson Road Afton stone project, South Arm & Wilson Townships (076.3.014.016 & 076.3.015.26)
- b. Nelson Road paving project, South Arm Township (A489.014.018).

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

Commissioner MaGee moved to open bids 10:00am, Thursday, June 9, 2016 as follows; seconded by Commissioner Ogden.

- a. Quarterline Road project, Hayes Township (A489.007.042)

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

Commissioner Ogden moved to award the following projects to their respective low bidders; seconded by Commissioner MaGee.

- e. Crozier Road paving project (A489.002.023 & A489.015.034-Boyne Valley & Wilson Townships), to Rieth Riley Construction Company \$115,673.63.
- f. Mt. McSauba Road paving project (A489.004.020-Charlevoix Township), to Rieth Riley Construction Company \$166,391.00.
- g. Sequanota Road north paving project (A489.006.055-Eveline Township) to Payne & Dolan, Inc. \$62,895.25.
- h. Country Club Road Afton stone project (076.3.010.30-Melrose Township) to Paulben Company \$46,369.00.
- i. Country Club & North Shore Drive paving project (A489.010.026-Melrose Township) to Tri-County Excavating \$349,521.95.

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

Commissioner MaGee 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 & BC police dept provides traffic control); seconded by Commissioner Ogden.

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

Mr. Reinhardt's report:

- Asked when Deer Lake county millage project will begin.
- Received many positive comments regarding ditch work being done by CCRC.

Mr. Harmon's report:

- Went to Beaver Island with county department heads to review feasibility of new building purchased by the County being used by all three departments (road commission, sheriff and transit). All three units will not fit in existing building without a building addition. The Manager would like the county board to conduct a joint work meeting with the road commission board to discuss presumed details for the group venture. Reinhardt will speak with the county board chairman.
- Email received from attorney, Peter Wendling regarding Lakeshore Drive, Norwood Township.

Ed Nachazel requested leave of absence for medical reasons. Commissioner MaGee moved to grant leave of absence to Ed Nachazel in accordance with Article 50 of the Collective Bargaining Agreement, seconded by Commissioner Ogden.

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

Chairman called for an eight minute recess, resumed meeting at 10:00am.

10:00am bid opening

Olstrom & Shaler Road (Eveline Township) Afton stone (projects #076.3.006.27 & .28).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Paulben LLC	\$19,719.00
Rieth-Riley Construction, Co	\$26,381.25

Overband Crack Fill - various County locations.

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
APM	\$138,552.00
Fahrner Asphalt Sealers	\$178,240.00

Commissioner Ogden moved to award overband crack fill bid to low bidder APM for \$138,552.00; seconded by Commissioner MaGee.

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

Mr. Vanek's report:

- Marion Township has requested Manager and Engineer attend their special township meeting regarding Lake 26 Road. The township has concerns with a late paving date.

Mr. Wasylewski's report:

- Reported on Finance & Human Resources Conference.
- Received fourth flooring quotation for Boyne City garage office. Three quotations are comparable in pricing and floor quality and would like to proceed using the best option for our building.

Mr. MaGee's report:

- Received complaint log truck dumped debris on Town Pump Road, Chandler Township.

Commissioner Ogden moved to approve Vouchers #026 through #027 for \$164,531.51; seconded by Commissioner MaGee.

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

Chairman Way adjourned at 10:42am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
MAY 9, 2016 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 and Hayes Township resident, Shirlene Tripp. Present for 10am bid opening: Mark Wagner-Rieth Riley Construction Company, Vince Carpenter-MDC Contracting, Steve Crane-Team Elmer's, Gary Hartmann-Payne & Dolan and John Vrondran-Eveline Township Supervisor.

Commissioner Ogden moved to accept April 25, 2016 regular meeting minutes as presented; seconded by Commissioner MaGee.

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

Shirlene Tripp requested gravel shoulders along Old 31 and Burnett Road near her home be graded.

Commissioner Ogden moved to open bids 10:00am, Monday, May 23 2016 as follows; seconded by Commissioner MaGee.

- c. Olstrom & Shaler Roads Afton stone project, Eveline Township (076.3.006.27 & 28)
- d. Overband crack fill projects, various locations

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

Commissioner MaGee moved to award Huffman Lake Road paving project (A459.008.015-Hudson Township) for \$116,895.00 and Charlevoix Shores Estates paving project (A489.006.053-Eveline Township) for \$147,897.50 to low bidder Rieth Riley Construction; and award Sequanota Road (Ferry Rd north) paving project (A489.006.054-Eveline Township) for \$114,507.00 to low bidder Tri-County Excavating; seconded by Commissioner Ogden.

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

P.K. Contracting, Inc's bid of \$76,136.24 was read low at the May 6, 2016 MDOT Letting for centerline pavement marking on various Charlevoix County roads (STP Federal Funds - Project STL 15400-127101).

Commissioner Ogden moved the Board Chairman and Manager be authorized to sign MDOT contract for Project STL15400-127101; seconded by Commissioner MaGee.

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

Three quotes for Boyne City office flooring were received. One more quote is expected; will review at next meeting.

Mr. Harmon's report:

- The Manager & Engineer gave depositions for St James Township lawsuit.
- Application of road brine has begun.

- Will meet on Beaver Island this Thursday with other County officials & NDG engineer, Amanda Porath to review proposed shared building options. Manager will arrange to have Beaver Island equipment present to determine if the space is adequate for CCRC needs.
- Potential right of way issue on Sho-Sho-Nie Beach Road, will meet with MichCon to resolve.
- Toured Monroe Equipment factory and reported on many equipment changes. Recommended changes in future new turn-key truck specifications so that equipment suppliers get paid timely.

Chairman called for a seven minute recess, resumed meeting at 10:00am

10:00am bid opening

Mt McSauba Road (Charlevoix Township) paving project (projects #A489.004.020).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Rieth-Riley Construction	\$166,391.00
Payne & Dolan, Inc	\$183,020.00
Team Elmer's	\$202,910.50

Sequanota Road-Shaw Rd south (Eveline Township) paving project (project #A489.006.055).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Payne & Dolan, Inc	\$62,895.26
MDC Contracting	\$64,996.50
Rieth-Riley Construction	\$66,232.75
Team Elmer's	\$73,851.50

Lake 26 Road (Marion Township) paving project (project #A489.009.042).

<u>CONTRACTOR:</u>	<u>BID AMOUNT</u>	
	<u>Dirt Work</u>	<u>Paving</u>
Team Elmer's	\$235,768.75	\$283,700.00
Rieth-Riley Construction	\$250,880.50	\$270,507.00

Mr. Wasylewski's report:

- Audit will begin this week.
- Will attend Finance & Human Resources Conference next week in Marquette.

Mr. MaGee's report:

- Received call from Nancy Hellman thanking the staff for road improvements to Raven Hill.

Commissioner MaGee moved to approve Vouchers #023 through #025 for \$114,979.25; seconded by Commissioner Ogden.

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

Chairman Way adjourned at 10:38am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
APRIL 25, 2016 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, Paul Hoadley-Hayes Township Trustee. Present for 10am bid opening: Mark Wagner-Rieth Riley Construction Company, Matt Miller-Payne & Dolan and Sue Hobbs-Boyne Valley Township Supervisor.

Commissioner Ogden moved to accept April 11, 2016 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: \$2,746.25 from the County Millage Fund and \$123,495.00 from the Insurance Fund to pay NDG engineering costs and Michigan County Road Commission Self Insurance Pool (MCRCSIP) annual insurance premium, respectively; seconded by Commissioner Ogden.

➤ Roll Call VOTE: Ayes – Ogden, MaGee & Way Nays – none Motion carried.

Commissioner MaGee moved to open bids 10:00am, Monday, May 9, 2016 as follows; seconded by Commissioner Ogden.

- e. Mt McSauba Road paving project, Charlevoix Township (A489.004.020)
- f. Sequanota Road paving project, Eveline Township (A489.006.055)
- g. Lake 26 Road paving project, Marion Township (A489.009.042)

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

Commissioner Ogden moved to award Camp Daggett & Stolt Road paving project (A489.001.039 – Bay Township) to low bidder Rieth Riley Construction for \$295,820.00; seconded by Commissioner MaGee.

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

Commissioner Ogden moved to allow Lakeshore Drive closure (Eveline Township) from Boyne City limits to Wilson Road May 28, 2016 from 7:45am to 9:30am for the Charlevoix County DARE Association fundraiser (Sheriff's Department provides traffic control); seconded by Commissioner MaGee.

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

Commissioner MaGee 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 11, 2016 from 9:00am to 1:30pm for the Friends Helping Neighbors fundraiser (Melrose Township Fire Department provides traffic control); seconded by Commissioner Ogden.

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

RESOLUTION OF SUPPORT VILLAGE OF WALLOON LAKE M-75 STREETScape PROJECT

WHEREAS, the Charlevoix County Board of Road Commissioners (the “Board”) acknowledges that Melrose Township (the “Township”) desires to improve a portion of M-75 in the Village of Walloon Lake, from Winsor Street South approximately 1,000-FT by streetscape enhancements that include pedestrian crossing bump outs, sidewalks, signage, pavement markings, lighting, decorative hardscapes, planter boxes and tree plantings, located in Section 9 of Melrose Township (the “Project”); and

WHEREAS, this Board recognizes the Township has received a Michigan Department of Transportation Transportation Alternatives Program (TAP) grant in the amount of \$201,082 which is 80% of the total Project construction costs of \$251,353; and

WHEREAS, this TAP grant requires a local match of, at a minimum, of 20% of the grant amount which totals \$50,271, in addition to further costs required for engineering and contingencies; and

WHEREAS, this Board acknowledges that the Township has agreed to pay the local match and for all construction and construction engineering costs in excess of the TAP grant funds; and

WHEREAS, the Board acknowledges the Township has agreed to maintain the parking bump outs with respect to sidewalk snowplowing, cutting and maintaining vegetation between the sidewalk and the curb, street lighting and brick paver maintenance, and pavement markings within the parking bump outs; and

WHEREAS, this Board recognizes that, as an Act 51 Agency, it is required by the Federal Highway Administration and Michigan Department of Transportation to be the recipient of such TAP grant funds on behalf of the Township.

NOW, THEREFORE, BE IT RESOLVED that this Board certifies that all necessary matching funding has been secured, is available, and has been committed for use on this Project and agrees to administer the Project on behalf of the Township.

Commissioner Ogden moved to accept above Resolution of Support; seconded by Commissioner MaGee.

➤ Roll Call VOTE: Ayes – MaGee, Way & Ogden Nays – none Motion carried.

Commissioner Ogden moved to amend Policy 98-1 (Non-union Employees seniority rights, sick and vacation time policy) to read as follows; supported by Commissioner MaGee.

All non-represented employee’s seniority rights, vacation and sick leave accumulation and vacation usage shall comply with the sections and provisions of the Charlevoix County Road Commission unionized employee’s contract. Non-represented employees who have accumulated 520 hours of sick leave will be paid four (4) hours of regular straight time pay in any month in which he/she does not utilize paid sick leave. When union employees are temporarily not covered by a contract, non-represented employee’s seniority rights, vacation and sick day usage shall conform to the most recent union contract. The manager shall determine non-represented employees starting times and working hours.

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

Mr. Harmon’s report:

- The Straits Area Council Meeting is May 3rd in Mackinaw City; will be at Monroe Truck Equipment’s factory and unable to attend.

- MDOT anticipates joint repair on US-31 South next year and requests use of Barnard Road to detour one lane of traffic during repair, providing a quarter crown wedge on north bound lane. Manager will negotiate with MDOT to wedge both lanes.
- Norwood Township representatives Frank Hamilton and Bill Gdnotke recently met with Manager and Staff Engineer regarding road projects. The Township would like to pave Lakeshore Drive and Parsons Road. The Township has requested to pave Lakeshore Drive a width of only 18' (CCRC requirement is 20'). The road has drainage concerns and utility poles that need to be relocated. The manager will direct NDG to complete a survey.

10:00am bid opening

Crozier Road (Boyne Valley & Wilson Townships) paving project (projects #A489.002.023 & A489.015.034).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Rieth-Riley Construction	\$115,673.63
Payne & Dolan, Inc	\$122,251.43

Huffman Lake Road (Hudson Township) paving project (project #A459.008.015).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Rieth-Riley Construction	\$116,895.00
Payne & Dolan, Inc.	\$138,762.51

Mr. Vanek's report:

- Reported Boyne City Road shoulders beginning at Boyne City limits need to be built up with 23A gravel where contractor is building the new bike path. Estimates cost of 4.50 miles to be \$20,000.
- Will compile list of crack sealing projects for the next meeting.

Mr. MaGee's report:

- Reported on recent Commissioner's Seminar.

Commissioner Ogden moved to approve Vouchers #021 through #022 for \$332,353.95; seconded by Commissioner MaGee.

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

Chairman Way adjourned at 10:30am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
APRIL 11, 2016 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, Ross Maxwell-Charlevoix County Parks Dept. Present for 10am bid opening: Vince Carpenter-MDC Contracting, Mark Wagner-Rieth Riley Construction Company, Steve Crane-Team Elmer's, Matt Miller-Payne & Dolan and John Vrondran-Eveline Township Supervisor.

Commissioner Ogden moved to accept March 28, 2016 regular meeting minutes as presented; seconded by Commissioner MaGee.

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

Charlevoix County Parks Director Ross Maxwell gave progress report of Phase II Non-Motorized Trail from Boyne City to Charlevoix. One section of the trail approximately 1,050 feet in length requires a 20 foot permanent easement to realign the trail outside of the ditch. The Zitka's (property owners) indicated they would be willing to consider giving the 20' easement in exchange for the 1.88 acre parcel located at the northeast corner of Boyne City Road and Quarterline Road owned by the Road Commission. The parcel is used by the Road Commission to dump tree stumps. CCRC Manager advised the parcel is the only location available for the west side of the county. The Chairman advised CCRC will not relinquish ownership of this parcel.

Commissioner Ogden moved to open bids 10:00am, Monday, April 25, 2016 as follows:

- h. Crozier Road paving project, Boyne Valley & Wilson Townships (A489.002.023 & A489.015.034)
- i. Huffman Lake Road paving project, Hudson Township (A459.008.015)

and Wednesday May 4, 10:00am the following; seconded by Commissioner MaGee.

- a. Country Club Road and North Shore Drive paving project, Melrose Township (A489.010.026)
- b. Country Club Road 6" Afton stone project, Melrose Township (076.3.010.30)

➤ 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 14, 2016 from 7:45am to 9:00am for the Charlevoix County Humane Society 5K race fundraiser (Sheriff's Department & Boyne City Police provides traffic control); seconded by Commissioner Ogden.

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

Commissioner MaGee moved to allow Waller Road closure (Charlevoix Township) from Old Orchard Road to US31 June 27, 2016 from 6:30am to 11:00am for the "Good Boys Marathon" (Sheriff's Department provides traffic control), seconded by Commissioner Ogden.

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

Mr. Reinhardt's report:

- Discussed new legislation that allows county boards to loan money to townships for road improvements.

Mr. Harmon's report:

- Road Foremen and he will attend MCRCSIP sponsored training on road liability issues.
- Weight restrictions west of US-131 will be lifted 8am Friday, April 15th.

Commissioner MaGee moved to approve Vouchers #018 through #020 for \$139,028.74; seconded by Commissioner Ogden.

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

Chairman Way called for a recess, resumed meeting at 10:00am.

10:00am paving projects bid openings:

Camp Daggett Road (Bay Township) paving project (project #A489.001.039).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>	<u>w/STOLT RD OPTION:</u>
Rieth-Riley Construction	\$256,720.00	\$295,820.00
Payne & Dolan, Inc	\$270,285.00	\$305,823.75
Team Elmer's	\$298,827.50	\$340,826.85

Charlevoix Shores Estates (Eveline Township) paving project (project #A489.006.053).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Rieth-Riley Construction	\$147,897.50
Payne & Dolan, Inc	\$160,617.50
Team Elmer's	\$183,608.00

Sequanota Road (Eveline Township) paving project (project #A489.006.054).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Tri-County Excavating	\$114,507.00
Rieth-Riley Construction	\$129,932.50
Team Elmer's	\$139,005.00
Payne & Dolan, Inc	\$148,939.20
MDC Contracting	\$156,108.00

Mr. Vanek's report:

- Reported on preconstruction meeting with Payne & Dolan. Clearing on all three county millage projects, Deer Lake, Korthase and Ellsworth Roads scheduled to begin in June.

Mr. Ogden's report:

- Suggested the railroad tracks should be removed from the Boyne Valley Township certification map next year.

Chairman Way adjourned at 10:40am.

Doug Way, Chairman

Frank D Wasylewski, Clerk

CHARLEVOIX COUNTY ROAD COMMISSION
MARCH 28, 2016 REGULAR MEETING MINUTES ~ 9:00am

True copy

Vice-Chairman MaGee opened the meeting at 9:00am.

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. Chairman Way absent.

Commissioner Ogden moved to accept March 14, 2016 regular meeting minutes as presented; seconded by Commissioner MaGee.

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

Commissioner Ogden moved to transfer \$1,650.25 from the County Road Millage Fund to the General Fund to pay NDG invoices for Ellsworth & Korthase Roads project invoices; seconded by Commissioner MaGee.

➤ Roll Call VOTE: Ayes – Ogden & MaGee Nays – 0 Motion carried.

Commissioner Ogden moved to approve 2016 Certification Map, requesting 0.74 miles of Bear River Road (from Maple Hill Road to US-131) be re-classed from local to primary, and authorize the Vice-Chairman to sign the 2016 Certification Map (effective January 1, 2016 Primary Road mileage is 184.37 miles, Local Road mileage is 529.22, totaling 713.59 miles); seconded by Commissioner MaGee.

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

Commissioner Ogden moved to open bids 10:00am, Monday, April 11, 2016 as follows; seconded by Commissioner MaGee.

- j. Camp Daggett Road paving project, Bay Township (A489.001.039)
- k. Charlevoix Shores Estates paving project, Eveline Township (A489.006.053)
- l. Sequanota Road paving project, Eveline Township (A489.006.054)

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

Commissioner Ogden moved to allow Boyne City-Charlevoix Road closure, July 4, 2016 for the "Horton Bay Fourth of July Parade" from 12:30pm to 3:00pm (the sheriff department will provide traffic control); seconded by Commissioner MaGee.

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

Mr. Reinhardt's report:

- Residents in Wilson & Boyne Valley Townships have expressed concern with pending road projects in their townships, specifically, road closures, detours, backups and whether or not marginally built side roads can handle the extra traffic.

Mr. Harmon's report:

- MDOT will meet with road foremen to discuss use of Barnard Road as detour route during concrete joint repair on north bound US-31.

- Will attend County MTA chapter meeting tonight at Boyne Valley Township Hall to discuss local road projects and road funding. MDOT and State Representative Triston Cole are also scheduled to attend.
- Preconstruction meeting will be held today with contractor and engineer regarding Korthase, Keer Lake and Ellsworth Roads.
- Residents in Boyne Valley concerned Old Mackinaw Trail will get damaged during US-131 improvements this summer.
- Waiting for parts for Ironton Ferry engine. If parts arrive timely, opening day should remain on schedule.

Mr. Vanek's report:

- Met with Norwood Township officials. The township provided copy of new legislation under Public Act 181 of 2015 that deals with low volume local roads.
- .

Mr. Wasylewski's report:

- Met with MERS representative at the recent Highway Conference and was advised legislation requiring road commissions to cap contributions to pensions was never enacted. Requested permission to order actuarial report to determine financial impact to combine the two pension reports to one plan (Board granted request).

Mr. Ogden's report:

- Asked what CCRC will be doing with future scheduled Federal Funds. The Manager advised the funds will be received in 2018 and will be used for Marion Center Road.

Commissioner Ogden moved to approve Vouchers #015 through #017 for \$173,558.44; seconded by Commissioner MaGee.

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

Vice-Chairman MaGee adjourned at 10:12am.

Russell MaGee, Vice-Chairman

Frank D Wasylewski, Clerk

CHARLEVOIX COUNTY ROAD COMMISSION
MARCH 14, 2016 REGULAR MEETING MINUTES ~ 9:00am

True copy

Vice-Chairman MaGee opened the meeting at 9:00am.

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. Chairman Way absent.

Commissioner Ogden moved to accept February 22, 2016 regular meeting minutes as presented; seconded by Commissioner MaGee.

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

Staff Engineer James Vanek presented 2016 material bid tabulations.

Commissioner Ogden moved to accept all bids and directed the manager or his designee to purchase materials from the 2016 bidder list as necessary, in the best interest of the road commission; seconded by Commissioner MaGee.

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

Commissioner Ogden moved to award Ellsworth Road paving project, South Arm Township, a county wide millage project (A459.014.018) to low bidder Payne & Dolan, Inc. for \$1,748,557.37; seconded by Commissioner MaGee.

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

Commissioner Ogden moved to award Deer Lake and Korthase Roads paving project (a joint county wide millage and Antrim County project in Boyne Valley Township, Wilson Township and Antrim County A459.002.010, A459.002.011, A459.015.019 and 459-1603) to low bidder Payne & Dolan, Inc. for \$2,268,673.05; seconded by Commissioner MaGee.

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

Mr. Reinhardt's report:

- County Board has purchased building on Beaver Island. The intent is to house all three entities (sheriff, transit and road commission) in one building.

Mr. Harmon's report:

- Spring weight restrictions are in force. Current weather conditions could have them lifted by April 1.
- Received estimate from BHHG Energy LLC for \$7,511 to upgrade all Boyne City facility fluorescent lights to energy efficient LED lights. Several existing lights have defective ballasts that must be replaced if not upgraded. The savings payback to upgrade should be realized in approximately 3.69 years. The Commissioners agreed to proceed.
- Will attend Boyne Valley Township meeting to discuss road projects.
- CCRC will host safety meeting on April 27.
- Advised by shop supervisor the Ironton Ferry's engine is full of water. At this time it is not possible to determine how the water got there, but the motor repair may not be complete by the Ferry's scheduled opening date of April 15.

Mr. Vanek's report:

- Meeting with Norwood Township next week to discuss township projects.

Mr. Ogden's report:

- Letter should be sent to the townships stating current CCRC cost share policy.
- Due to a busier than normal construction season, recommends staff engineer send advisory letter to township supervisors with estimates explaining township projects could be higher cost or unbid due to number of large MDOT and county projects already scheduled.

Mr. MaGee's report:

- Boyne Valley Township concerned US-131 construction project will generate excessive commercial use on Old Mackinaw Trail.

Commissioner Ogden moved to approve Vouchers #010 through #014 for \$276,786.07; seconded by Commissioner MaGee.

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

Vice-Chairman MaGee adjourned at 10:15am.

Russell MaGee, Vice-Chairman

Frank D Wasylewski, Clerk

CHARLEVOIX COUNTY ROAD COMMISSION
FEBRUARY 22, 2016 REGULAR MEETING MINUTES ~ 9:00am

True copy

Vice-Chairman MaGee opened the meeting at 9:00am.

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. Chairman Way absent.

Commissioner Ogden moved to accept February 8, 2016 regular meeting minutes as presented; seconded by Commissioner MaGee.

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

Commissioner Ogden moved to transfer to the General Fund, \$18,892.50 from the County Millage Fund for NDG engineering costs (Ellsworth, Deer Lake & Korthase Roads) and \$10,421 from the Insurance Fund for CRASIF 4th quarter premium; seconded by Commissioner MaGee.

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

Commissioner Ogden moved to accept the 2016 Annual Township meeting minutes for Boyne Valley, Chandler, Eveline, Hayes, Melrose, Norwood and Wilson Townships as presented; seconded by Commissioner MaGee.

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

Mr. Reinhardt's report:

- Heard favorable comments regarding the Wilson Township annual meeting with CCRC.

Mr. Harmon's report:

- Winter conditions have caused above normal areas needing repair this spring on Marion Center Road. The road is on the county millage plan, but is still a few years out. Federal monies will be available in 2018 & 2020.
- Commissioner Ogden, Staff Engineer Vanek & he will attend APAM seminar in Gaylord focusing on design and construction of high quality asphalt pavements.
- Will attend meeting with contractor and City of Boyne City regarding Phase 1 construction of the Boyne City-Charlevoix Road non motorized trail. Right-of-way releases for Phase II have been obtained. MDOT requires all rights-of-way be held by CCRC.
- Met with Charlevoix Rotary Club recently; participants were pleased with services provided by road commission.

Mr. Vanek's report:

- Bid opening for annual material requests and posted road projects will be Friday, February 26th.

Mr. Ogden's report:

- Presented information on mastodon bone discovery during downstate road construction project; suggested staff engineer review and consider what chain of procedures would be followed if discovery was made during CCRC project.

Commissioner Ogden moved to approve Vouchers #008 through #009 for \$195,459.74; seconded by Commissioner MaGee.

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

Vice-Chairman MaGee adjourned at 9:35am.

Russell MaGee, Vice-Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
FEBRUARY 08, 2016 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Vice-Chairman MaGee opened the meeting at 9:00am.

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. Chairman Way absent.

Commissioner Ogden moved to accept January 11, 2016 and January 25, 2016 regular meeting minutes as presented; seconded by Commissioner MaGee.

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

Commissioner Ogden moved to transfer to the General Fund \$5,368.75 from the County Millage Fund for NDG invoice (Ellsworth Road project); seconded by Commissioner MaGee.

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

Commissioner Ogden moved to accept and sign Antrim County Road Commission's "Korthase Road Resurfacing Agreement"; seconded by Commissioner MaGee.

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

Commissioner Ogden moved to open bids 10:00am, Friday, February 26, 2016 for County millage projects as follows; seconded by Commissioner MaGee.

- a. East Deer Lake & Korthase Roads paving project, Boyne Valley & Wilson Townships (Projects A459.002.010.0, A459.015.019.0 & A459.002.011.0 and Antrim County 459.1603).
- b. Ellsworth Road paving reconstruction project, South Arm Township (A459.014.018.0).

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

CCRC will serve as Act 51 agency for Melrose Township, Walloon Village Streetscape enhancement project to be funded by Michigan Department of Transportation Alternatives Program (TAP grant) and Melrose Township.

The Manager will cast the County Road Association (CRA) Board of Director's Ballot.

Reviewed administrative pay increases proposed by Manager. Commissioner Ogden moved to adopt and implement Manager's schedule of proposed pay increases, effective January 11, 2016 in line with union effective date; motion seconded by Commissioner MaGee.

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

Mr. Harmon's report:

- Together with Staff Engineer, met with David Gray, Belvedere Club General Manager, regarding Marion Center Road/Belvedere Golf Club intersection. Advised traffic studies show the majority of accidents on Marion Center Road are car/animal. Also advised requests for speed studies need to come from the township.
- Inquired on status of Beaver Island building. County Commissioner Reinhardt advised the County has made an offer on a building.

Mr. Wasylewski's report:

- Received call from County Administrator, Kevin Shepherd regarding internet service. The County has entered into a contract to provide fiber-optic service to the road commission and transit, anticipating spring installation. The Road Commission will pay \$571/month for five years for internet and phone service, with possibility of joining county phone system. With upgrade, Wasylewski would like to explore installation of computer server to connect all computers in the building.

Mr. MaGee's report:

- Boyne Valley Township Supervisor advised the township has been pleased with maintenance this winter.

Commissioner Ogden moved to approve Vouchers #003 through #007 for \$379,251.03; seconded by Commissioner MaGee.

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

Vice-Chairman MaGee adjourned at 10:21am.

Russell MaGee, Vice-Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
JANUARY 25, 2016 REGULAR MEETING MINUTES ~ 9:00 AM**

True copy

In the absence of the Chairman (vacation) and Vice-Chairman (in the hospital), meeting called to order by Commissioner Ogden at 9:00am.

Commissioner Ogden, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek, CCRC clerk Frank D Wasylewski and Charlevoix County Commissioner Ron Reinhardt attended. Also in attendance, Paul Hoadley-Hayes Township Trustee and Lucas Porath & Jay Wangeman-Northwest Design Group. Commissioners Way and MaGee absent.

With lack of quorum present, Commissioner Ogden, as a courtesy to the public who may have driven some distance to attend meeting, held the meeting open to accommodate public comment.

Hayes Township newly appointed trustee Paul Hoadley stated he was unable to attend recent annual meeting of the township board with the road commission but would like to know status of Quarterline Road project. Hoadley recommended subbase similar to Burgess Road project 15+ years ago.

Reviewed East Deer Lake & Korthase Road paving project specs.

Lucas Porath and Jay Wangeman, NDG representatives, presented Ellsworth Road reconstruction plans and status report for final review and approval, explaining each major item in detail.

Commissioner Ogden adjourned at 10:55am.

Keith Ogden, Commissioner

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
JANUARY 11, 2016 REGULAR MEETING MINUTES ~ 9:00 AM**

True copy

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

Clerk Frank D Wasylewski opened the meeting at 9am and requested 2016 Chairman nominations.

Commissioner MaGee moved to nominate Commissioner Way for 2016 Chairman and to close nominations, casting a unanimous ballot electing Commissioner Way 2016 Chairman, seconded by Commissioner Ogden.

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

The Clerk opened the floor for 2016 Vice-Chairman nominations.

Commissioner Ogden moved to nominate Commissioner MaGee for 2016 Vice-Chairman and to close nominations, casting a unanimous ballot electing Commissioner MaGee for 2016 Vice-Chairman, seconded by Chairman MaGee.

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

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

Vice Chairman MaGee opened the meeting for general business.

Commissioner Ogden moved to accept December 31, 2015 regular meeting minutes as presented, seconded by Commissioner MaGee.

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

Commissioner Ogden moved to continue holding the regular meetings of Charlevoix County Road Commission Board the second and fourth Monday of each month at 9am, with the exception of October 10th & December 26th that will be held on October 11th & December 30th respectively; seconded by Commissioner MaGee.

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

Commissioner Ogden moved to open 2016 Annual Material Bids at 11:00am Friday, February 26, 2016 for March 14, 2016 Board review, seconded by Commissioner MaGee.

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

Commissioner MaGee moved to appoint Commissioner Ogden as voting delegate and Commissioner MaGee as alternate voting delegate at the March 2016 County Road Association (CRA) annual meeting, seconded by Commissioner Ogden.

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

Proposed amendments to County Road Association (CRA) Constitution and Bylaws reviewed. The Commissioners directed the Manager to cast the ballot for proposed CRA Amendments to Constitution and Bylaws.

Mr. Reinhardt's report:

- Ironton Ferry has been shipped out to Irish Boat Shop to repair damages caused by vehicle fire.

Mr. Harmon's report:

- Advised the Transportation Authority has requested the County advance funds up to \$40,000, to be split between Charlevoix County and the Road Commission to pay for repairs to the Ironton Ferry, to be reimbursed from pending insurance settlement.

Mr. Vanek's report:

- Antrim County would like to resurface the portion of Korthase Road within their county when CCRC completes the county millage portion of Korthase Road this year. The project will be bid in its entirety as one project by CCRC. A written agreement has been prepared for review at the next meeting.
- Will meet with NDG engineer Lucas Porath regarding Ellsworth Road paving project; Porath will attend next meeting.

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 and Ogden (Way-Absent) Motion carried.

The Board entered closed session at 10:00am, resumed regular meeting 10:30am.

Mr. Ogden's report:

- Questioned which trucks in the fleet are the oldest.
- Sent email letter to CRA's Steve Puuri and Denise Donahue in response to request to provide information that would enhance roadway longevity, particularly in regard to MDOT's 50 year road concept.

Commissioner Ogden moved to approve and sign new Collective Bargaining Agreement (CBA) with Teamsters State, County and Municipal Workers – Local Union No. 214 effective January 11, 2016, as ratified by the members; seconded by Commissioner MaGee.

➤ ROLL CALL VOTE: Ayes – Ogden and MaGee (Way-Absent) Motion carried.

Commissioner Ogden moved to approve Vouchers #001 through #002 for \$79,278.56; seconded by Commissioner MaGee.

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

Vice Chairman MaGee adjourned at 10:50am.

Russell MaGee, Vice Chairman

Frank D Wasylewski, Clerk