

CHARLEVOIX COUNTY ROAD COMMISSION
SEPTEMBER 11, 2017 REGULAR MEETING MINUTES ~ 9:00am

True copy

Chairman MaGee opened the meeting at 9:00am.

Chairman MaGee, Commissioners Ogden and Way, CCRC manager Patrick Harmon, CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. Also present: CCRC Boyne City Foreman Mike Skop and Bill Rivet-Garland Roofing. CCRC staff engineer Jim Vanek absent (supervising construction projects).

Commissioner Ogden moved to accept August 28, 2017 regular meeting minutes as presented; seconded by Commissioner Way.

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

Commissioner Way moved to transfer \$954.00 from the Construction Fund to the General Fund for CCRC culvert project on Shadow Trails Road; seconded by Commissioner Ogden.

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

Commissioner Ogden moved to award Boyne City Garage Roof repair to low bidder, Ostrander Windows, Siding & Roofing, Inc, \$109,700.00; seconded by Commissioner Way. (There will be a pre-construction meeting Tuesday, September 19th 10:00am).

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

Commissioner Way moved to award ice control sand bids for Beaver Island Garage to low bidder R. Gillespie Enterprises at \$13.75/cyd delivered; seconded by Commissioner Ogden.

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

Commissioner Ogden moved to open bids 10:00am, Monday, September 25, 2017 for Donegal Bay/Font Lake Road parking area, St James Township (A489.013.010); seconded by Commissioner Way.

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

Reviewed memorandum from Attorney, Joel Wurster (subject to attorney/client privilege) regarding private septic line installation in Eveline Township. Manager will request Attorney draft letter to engineering firm. The request affects unbuilt “paper” streets in a 1884 Plat where the road commission may or may not have an interest.

Boyne City Road Foreman Mike Skop:

- Reviewed building repairs that should be addressed.
- Inquired status of 6” road name signs originally funded by the County as part of the countywide numbering system. Signs were never installed throughout the entire county (only a few townships were fully completed) and Skop inquired if the County intends to

fund the remaining townships. County Commissioner Reinhardt will inquire if the County will fund the remainder of the signs necessary.

- Skop inquired on status of safety clothing allowance the Board tentatively approved for the bargaining unit. The Manager will contact the labor attorney.
- Recycling area will be paved soon. Access to CCRC yard will be blocked to provide greater safety for road commission traffic.
- All gravel projects should be completed soon, with Ferry Road gravel placed today and Larson Road later this week.

Mr. Wasylewski's report:

- MCRCSIP (insurance) refund received.

Commissioner Ogden moved to approve Vouchers #044 through #046 totaling \$354,261.00; seconded by Commissioner Way.

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

Chairman MaGee adjourned at 10:20am.

Russell MaGee, Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
AUGUST 28, 2017 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman MaGee opened the meeting at 9:00am.

Chairman MaGee, Commissioners Ogden, CCRC manager Patrick Harmon, CCRC staff engineer Jim Vanek (arrived at 10:00am) and CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. Also present: Dave Boyle-Northwest Design Group (NDG) & Kiersten Stark-Charlevoix County Planning Dept. Absent: Commissioner Way (vacation).

Commissioner Ogden moved to accept August 14, 2017 regular meeting minutes as presented; seconded by Commissioner MaGee.

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

Dave Boyle-NDG and Kiersten Stark-Charlevoix County Planning Department, presented issue with a retaining wall on Boyne City-Charlevoix Road Phase II non-motorized trail at the See Road intersection. Property owner is not pleased with “Ready-Rock” retaining wall that was placed. A boulder wall originally proposed, required significant utility relocation, as well as off right-of-way anchoring, which the affected property owner objected. To stay within the right-of-way (and protect utilities) required a manufactured faux stone wall be constructed to retain the higher elevation of the existing bank adjacent to the trail. The Board, Manager and the designers all agree that the new wall, as constructed, is aesthetically pleasing and will be future maintenance free.

Commissioner Ogden moved to transfer to the General Fund: \$30,500.00 from the Buildings & Grounds Fund for Ironton Garage Roof Repair and \$296,535.55 from the Construction Fund for CCRC projects on Magee Road, N Horton Bay Road Culvert and Shadow Trails Road Culvert; seconded by Commissioner MaGee.

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

Commissioner Ogden moved to approve Boyne City Fire Department closure of Korthase and Deer Lake Roads, detouring traffic to Rogers Road, September 10, 2017 from 7am to 12pm for annual Charlevoix County Fire Tanker Drill, the Fire Department provides traffic control; seconded by Commissioner MaGee.

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

Commissioner Ogden moved to award Blanchard Road paving project (A489.009.043-Marion Township) to low bidder, Rieth-Riley Construction, \$293,985.50; seconded by Commissioner MaGee. (Marion Township has arranged special payment terms with Contractor).

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

Commissioner Ogden moved to award ice control sand bids for Boyne City Garage to low bidder PaulBen, LLC at \$3.45/ton delivered and Ironton Garage to low bidder J&N LLC at

\$6.40/ton delivered; seconded by Commissioner MaGee. No Beaver Island bid received by posted bid time.

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

Commissioner Ogden moved to open bids 11:00am, Friday, September 8, 2017 for ice control sand for the Beaver Island garage; seconded by Commissioner MaGee.

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

Manager reported Sagasser & Associates, Inc have requested authorization to complete a Phase II environmental site assessment on the Beaver Island garage property. The garage floor drains will be analyzed for subsurface conditions.

10:00am Bid Openings:

Donegal Bay Road (St James Township) project (project #A489.013.009).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Richard Gillespie	\$139,474.34
	parking lot option-\$23,282.00

Mr. Reinhardt’s report:

- Inquired on shot rock recently placed on Rogers Road (seasonal). Manager advised road had bad washouts and telephone lines were exposed.

Mr. Vanek’s report:

- Shadow Trails Road over the culvert will be paved today and should be open to traffic by day’s end.
- Kuzmik Road seasonal upgrade work is in progress.
- Dietz Road and Villa de Charlevoix projects being paved today.

Mr. Harmon’s report:

- CRASIF annual membership meeting will be held September 13th in conjunction with the Northern & Southern joint council meeting.
- Will be on vacation for the October 10th meeting.
- Heating & cooling units on the Boyne City office roof will need to be disconnected and raised when new roof is installed. Additional fascia will also be added.

Commissioner Ogden moved to approve Vouchers #042 through #043 totaling \$1,225,959.05; seconded by Commissioner MaGee.

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

Chairman MaGee adjourned at 10:40am.

Russell MaGee, Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
AUGUST 14, 2017 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman MaGee opened the meeting at 9:00am.

Chairman MaGee, Commissioners Ogden and Way, CCRC manager Patrick Harmon, CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. Also present: Bill Rivet-Garland Roofing. Absent-CCRC staff engineer Jim Vanek (supervising construction project).

Commissioner Ogden moved to accept July 24, 2017 regular meeting minutes as presented; seconded by Commissioner Way.

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

Bill Rivet, Garland Roofing presented Boyne City garage roof report. The roof above the office and stock room is in very poor condition, with multiple leaks. An infrared inspection indicates eight locations where the insulation under the rubber membrane is saturated. The current rubber membrane was installed in 1999. Two repair options discussed, consensus is to proceed with 30 year expected life repair. The scope of the work will include removal of existing roof to the wood deck, install 4" insulation, install 1/4" tapered insulation system, install cover board and install new BUR system in hot asphalt with final surface being gravel.

Commissioner Way moved to open bids 11:00am, Wednesday, September 6, 2017 for Boyne City Garage Roof repair; seconded by Commissioner Ogden. A prebid meeting will be held August 22nd.

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

Commissioner Way moved to transfer to the General Fund: \$2,530.00 from the County Millage Fund and \$5,242.00 from the Construction Fund for NDG engineering invoices, \$11,303.12 from the Buildings & Grounds Fund for new garage doors and \$10,118 from the Insurance Fund for CRASIF premium; seconded by Commissioner Ogden.

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

2017 CRASIF Board of Trustees ballot reviewed. The Manager was directed to cast the ballot and return.

The County Road Association (CRA) has drafted nine standardized permits and route notification forms, along with a statewide permit fee schedule in an effort to create uniformity among road commissions. CRA urges adoption regionally by council. The topic was discussed at the last Straits Area Council meeting. The Manager voiced concern with the proposed fee schedule and would like to review and recommends CCRC begin using the new standardized permits on January 1st.

Commissioner Ogden moved to open bids 11:00am, Friday, August 25, 2017 for Ice Control Sand for the Boyne City, Ironton and Beaver Island garages; seconded by Commissioner Way.

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

Commissioner Way moved to open bids 10:00am, Monday, August 28, 2017 for Donegal Bay Road project, St James Township (A489.013.009); seconded by Commissioner Ogden.

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

Mr. Harmon's report:

- The two pieces of equipment listed for auction (#050 1946 Duplex Truck & #262 Chip Spreader) did not meet CCRC minimum bid, indicating the value is lower than CCRC expectation. The Manager was directed to accept recent bids, or relist if necessary.
- The friends of Jerry Matelski requested permission to place memorial signs in his honor on Boyne City-Charlevoix Road. The signs will not be in the road right-of-way and the Manager stated the property owners have given approval.
- County Administrator, Kevin Shepard contacted Manager regarding new Beaver Island garage. The County is looking for ways to cut costs as the construction bids came in much higher than expected. The salt storage shed was proposed to be eliminated or could be retained if CCRC would contribute \$600,000. Subsequent to joint plans to establish a single county service building, the Road Commission concludes the new building will not provide CCRC's needs for future expansion and material storage, and the \$600,000 additional cost is prohibitive. The Manager will advise the County Administrator CCRC does not plan to continue pursuing involvement with the county's new building.
- Voting delegates are needed for the Northern Michigan Association of Road Commissions annual meeting.

Commissioner Ogden moved to appoint Commissioner Way as the Voting Delegate and Commissioner Ogden as the alternate, at the NMARC Annual Meeting on September 15, 2017; seconded by Commissioner MaGee.

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

Commissioner Way moved to approve Vouchers #038 through #041 totaling \$332,783.67; seconded by Commissioner Ogden.

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

Chairman MaGee adjourned at 10:47am.

Russell MaGee, Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
JULY 24, 2017 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman MaGee opened the meeting at 9:00am.

Chairman MaGee, Commissioners Ogden and Way, CCRC manager Patrick Harmon, CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. Absent-CCRC staff engineer James Vanek (supervising construction project). Present for 10am bid opening: Mark Wagner-Rieth Riley Construction, Marc Kurth-J&N LLC, Ben Sackrider-Paulben LLC and Bill Rivet-Garland Company.

Commissioner Way moved to accept July 10, 2017 regular meeting minutes as presented; seconded by Commissioner Ogden.

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

Commissioner Ogden moved to transfer \$6,832.87 from the Buildings & Grounds Fund to the General Fund for Be-Energy Solutions invoice (BC Garage lighting); seconded by Commissioner Way.

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

In 1988 the Charlevoix County Road Commission Board conveyed by way of Warranty Deed, 4.303 acres of land to the County of Charlevoix for the county transit system. The deed contained a restriction to revert the property to the road commission if at any time within thirty (30) years the property ceased to be used for the transit or other county function. The County Transit and the Humane Society currently utilize the property.

With the thirty year period nearly ended, Charlevoix County Board of Commissioners requested a Quit Claim Deed be registered with the Register of Deeds releasing the use restriction to the property.

Commissioner Ogden moved to approve the Quit Claim Deed between Board of County Road Commissioners of Charlevoix County and Charlevoix County, conveying property as listed in Liber 308 page 0016 and Liber 308, Page 0350 for the express purpose of releasing the use restriction imposed in 1988 and authorize the Chairman to sign the Quit Claim Deed on behalf of Charlevoix County Road Commission; seconded by Commissioner Way. *(see attached deed)*

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

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

- Horton Bay Road North culvert replacement (A460.001.001-Bay Township) to Tri-County Excavating \$33,900.00.
- Wildwood Heights Road paving project (A489.005.022-Evangeline Township) to Rieth-Riley Construction \$47,995.20.
- Aspen View & Townhouse Trail paving project (A489.010.029-Melrose Township) to Rieth-Riley Construction \$96,782.88.
- Larson Road Afton stone project (076.3.010.31-Melrose Township) to Paulben LLC \$83,468.50.

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

The existing employee funded 457 retirement plan with Symetra is closed to new membership and has received little representation since the death of longtime plan advisor, John Walters. The plan is now held by PlanMember Services and employees with active accounts may continue to invest, but new employees, or any current employee not enrolled may not participate. After review, the Manager and Clerk propose to add an additional 457 plan offered by MERS (Municipal Employees' Retirement System) for employee retirement investing. An additional investment plan from PlanMember Services may be offered in conjunction with the Symetra fund. A board resolution must be approved to implement the MERS Uniform 457 Supplemental Retirement Program.

To provide additional employee retirement saving, Commissioner Ogden moved to approve (attached) MERS Uniform 457 Supplemental Retirement Program Resolution; seconded by Commissioner Way.

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

Mr. Reinhardt's report:

- The County Board opened bids for the Beaver Island building. Two bids were received and were nearly double the engineer's estimate with the low bid exceeding \$1.2Million. Options were discussed.

Mr. Harmon's report:

- The Contractor will begin work today on Shadow Trails culvert replacement project.
- The manager and three foremen will attend the Superintendent's seminar.

Mr. Way's report:

- Asked if MDOT sign for Ironton Ferry can be modified. The current direction arrow leads drivers into a private lot.

The Chairman called for a five minute recess, resumed meeting at 10:00am.

10:00am Bid Openings:

Ferry Road (Marion & Norwood Townships-CCRC funded) gravel project (project #A459.009.010 & #A459.011.014).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Poquette Leasing Company	\$20,900.00
J&N LLC	\$39,600.00
Paulben	\$80,740.00

Blanchard Road (Marion Township) paving project (project #A489.009.043).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Rieth-Riley Construction	\$293,985.50

Ironton Garage Roof repair.

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
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Ostrander Windows, Siding & Roofing	\$30,500.00
Bob's Roofing Company	\$35,742.00
Goldsmith Services	\$49,826.00
Showcase Construction	\$53,767.00

Commissioner Ogden moved to award Ironton Garage Roof repair to low bidder Ostrander Windows, Siding & Roofing for \$30,500.00; seconded by Commissioner Way.

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

Commissioner Way moved to award Ferry Road gravel haul to low bidder Poquette Leasing for \$20,900.00; seconded by Commissioner Ogden.

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

Commissioner Way moved to approve Vouchers #036 through #037 totaling \$349,511.90; seconded by Commissioner Ogden.

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

Chairman MaGee adjourned at 10:27am.

Russell MaGee, Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
JULY 10, 2017 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman MaGee opened the meeting at 9:00am.

Chairman MaGee, Commissioners Ogden and Way, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek, CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. Also in attendance: Bill Rivet-Garland Company. 10am bid opening: Vince Carpenter-MDC Contracting, Mark Wagner-Rieth Riley Construction, Matt Miller-Payne & Dolan, Marcia Vandermus-Tri County Exc, Chris Markovich-J&N LLC and Mario Suarez-Super M Excavating.

Commissioner Way moved to accept June 26, 2017 regular meeting minutes as presented; seconded by Commissioner Ogden.

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

Commissioner Ogden moved to allow Boyne City-Charlevoix Road closure, September 4, 2017 for the “Horton Bay Labor Day Bridge Walk” from 8:30pm to 10:00pm (sheriff department will provide traffic control); seconded by Commissioner Way.

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

The Manager was directed to cast the MCRCSIP (Michigan County Road Commission Self Insurance Pool) 2017 Board of Directors positions ballots.

Commissioner Way moved to open bids 10:00am, Monday, July 24, 2017 as follows: seconded by Commissioner Ogden.

- Ironton Garage Roof Repair.
- Blanchard Road paving project, Marion Township (A489.009.043).

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

Mr. Vanek’s report:

- Waller Road and Raspberry Lane project is complete.
- Utility boring complete on Shadow Trails. Consumers Energy & Charter should complete cable work soon.

Mr. Ogden’s report:

- Noted grass on shoulder of Flagg Road grows right up to pavement edge. Recommend staff engineer consider grass in place of gravel if feasible on other projects for shoulder material. Upkeep would be minimal as shoulder grading would be deleted.

Commissioner Way moved to approve Vouchers #033 through #035 totaling \$249,580.32; seconded by Commissioner Ogden.

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

The Chairman called for a 29 minute recess, meeting resumed at 10:00am

10:00am Bid Openings:

Horton Bay Road N (Bay Township) culvert replacement (project #A460.001.001).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Tri County Excavating	\$33,900.00
J&N LLC	\$37,765.00
MDC Contracting, Inc.	\$39,760.00
Super M Excavating	\$45,595.00
Rieth-Riley Construction	\$49,445.00

Wildwood Heights Road (Evangeline Township) paving project (project #A489.005.022).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Rieth-Riley Construction	\$47,995.20
Payne & Dolan, Inc.	\$57,926.30

Aspen View & Townhouse Trail (Melrose Township) paving project (project #A489.010.029).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Rieth-Riley Construction	\$96,782.88
Payne & Dolan, Inc.	\$121,604.75

Larson Road (Melrose Township) 6" Afton stone project (project #076.3.010.31).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Paulben LLC	\$83,468.50
J&N LLC	\$116,084.50

Beatty & Parsons Rd (Norwood Township) subgrade undercut project (#A489.011.010&011).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
MDC Contracting, Inc.	\$194,497.00
Tri County Excavating	\$207,788.00
Rieth-Riley Construction	\$260,730.00
Super M Excavating	\$273,820.00

Magee Road (Chandler Township-CCRC funded) gravel project (project #A459.003.005).

<u>CONTRACTOR:</u>	<u>Option 1 - 6" Afton stone delivered</u>	<u>Option 2 – haul 23A from BC Garage</u>
Paulben LLC	\$171,216.00	\$113,160.00
Poquette Leasing	\$190,404.00	\$173,020.00
J&N LLC	\$195,160.00	\$ 64,780.00
Rieth-Riley Construction	\$200,900.00	\$124,640.00

Total cost and feasibility compared using option 1 vs. option 2, with specific consideration between Paulben LLC option 1 and J&N LLC option 2.

Commissioner Way moved to award Magee Road gravel project (a CCRC funded primary road from Stafford to Ashman Hill Road) using option 1 - 6" Afton stone, to low bidder Paulben LLC, for \$171,216.00; seconded by Commissioner Ogden.

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

The Manager would like to place 23A gravel on Ferry Road, a county primary road.

Commissioner Ogden moved to open bids, 10:00am, Monday, July 24, 2017 to haul and place CCRC 23A from St. Mary stockpile to Ferry Road (Marion & Norwood Townships); seconded by Commissioner Way.

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

Chairman MaGee adjourned at 10:40am.

Russell MaGee, Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
JUNE 26, 2017 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman MaGee opened the meeting at 9:00am.

Chairman MaGee, Commissioners Ogden and Way, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek, CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. Also in attendance, Fred Gardner, CPA (arrived at 10:20am).

Commissioner Way moved to accept June 12, 2017 regular meeting minutes as presented; seconded by Commissioner Ogden.

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

Commissioner Ogden moved to approve and implement the January 1, 2017 to December 31, 2017 Budget Amendment 1 as recommended by the Clerk; seconded by Commissioner Way.

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

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

- a. Wilson Road Afton stone project (076.3.006.29-Eveline Township), to Paulben LLC \$39,104.00.
- b. Anderson Road paving project (A489.015.036-Wilson Township & City of Boyne City) to Tri-County Excavating \$236,713.60.

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

Commissioner Way moved to open bids 10:00am, Monday, July 10, 2017 as follows; seconded by Commissioner Ogden.

- Horton Bay Road N culvert project, Bay Township (A460.001.001).
- Wildwood Heights Road paving project, Evangeline Township (A489.005.022)
- Aspen View & Townhouse Trail paving project, Melrose Township (A489.010.029)
- Larson Road Afton stone project, Melrose Township (076.3.010.31)
- Beatty & Parsons Road subgrade undercut project, Norwood Township(A489.011.010 & 011)

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

Charlevoix County Road Commission

Resolution to Support US35 Bike Route Signage

Whereas, the Charlevoix Trail Ambassadors was created in 2016 to advocate for the creation of a trail connecting the Little Traverse Wheelway to downtown Charlevoix; and

Whereas, the City of Charlevoix and Charlevoix Township wish to modify the US 35 Bike Route and associated signage; and

Whereas, the Charlevoix County Road Commission supports the proposed bike route (see attached map); and

Whereas, the Charlevoix Trail Ambassadors plan to request approval to change the US Bicycle Route 35 signage according to the proposed bike route.

Therefore be it resolved, that the Charlevoix County Road Commission hereby endorses the route proposed by the Charlevoix Trail Ambassadors and supports changing the US Bicycle Route 35 signage accordingly.

Commissioner Ogden moved to adopt above resolution of support for US35 Bike Route Signage; seconded by Commissioner Way.

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

Mr. Vanek's report:

- Heavy maintenance improvements being made to Magee Road (primary road), Chandler Township, by Boyne City CCRC crew and proposed Afton stone placement from Stafford Road 3.28 miles to Ashman Hill Road. Depending on gravel depth, Vanek's estimate range is \$120,000 to \$200,000.

Commissioner Ogden moved to open bids 10:00am, Monday, July 10, 2017 as follows: seconded by Commissioner Way. (This will be a road commission funded project)

- Magee Road Afton stone project, Chandler Township (A459.003.005).

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

Mr. Harmon's report:

- Presented complaint from disgruntled business owner on Beaver Island. Two commissioners also received calls from the individual.
- Working with Northwest Design Group (NDG) for Rogers Road bridge repair. CCRC forces will replace top rail sections outside existing guardrail.

Mr. Wasylewski's report:

- Pursuing installation of computer server to accommodate CCRC needs.

Mr. Way's report:

- Expressed concern regarding Ironton Ferry signage off M-66, believes directional arrow is not positioned correctly. Will address with Transportation Authority.

Fred Gardner. CPA, with Gardner, Provenzano, Thomas & Luplow, presented audited CCRC financial statements for fiscal year January 1, 2016 – December 31, 2016. Commissioner Ogden will present report to the County Board of Commissioners July 12.

Commissioner Ogden moved to approve Vouchers #031 through #032 totaling \$245,952.84; seconded by Commissioner Way.

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

Chairman MaGee adjourned at 11:17am.

Russell MaGee, Chairman

Frank D Wasylewski, Clerk

CHARLEVOIX COUNTY ROAD COMMISSION
JUNE 12, 2017 REGULAR MEETING MINUTES ~ 9:00am

True copy

Chairman MaGee opened the meeting at 9:00am.

Chairman MaGee, Commissioners Ogden and Way, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek, CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. Also in attendance, Dave Boyle-NDG. Present for 10am bid opening, Mark Wagner-Rieth Riley Construction, Vince Carpenter-MDC Contracting, Steve Crane-Team Elmers and Bill Mason-J&N, LLC.

Commissioner Way moved to accept May 22, 2017 regular meeting minutes as presented; seconded by Commissioner Ogden.

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

Commissioner Ogden moved to transfer \$6,324.00 from the Countywide Road Millage Fund to the General Fund for NDG Marion Center invoice and \$33,489.40 from the Construction Fund to the General Fund for Northern Concrete Pipe invoice; seconded by Commissioner Way.

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

Commissioner Way moved to award Shadow Trail Box Culvert project (A460.010.001-Melrose Township) to low bidder, Team Elmers \$140,989.90; seconded by Commissioner Ogden.

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

Commissioner Way moved to award Country Club Road paving project (A489.010.028-Melrose Township) to low bidder, Payne & Dolan, Inc. \$51,940.10 (contingent on township approval); seconded by Commissioner Ogden.

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

Dave Boyle, Northwest Design Group, stated a request has been received to install a crossing on Boyne City-Charlevoix Road in conjunction with Phase 2 of the non-motorized trail to accommodate a wheel chair bound, disabled veteran. The expense would be a project "extra". Boyle will review site to determine feasibility.

Commissioner Ogden moved to allow Lake Shore Drive closure (Eveline Township) from Boyne City limits to Wilson Road July 4, 2017 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 Way.

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

Commissioner Ogden moved to accept MCRCSIP's recommended settlement (*Road Commission \$10,000, MCRCSIP \$2,500*) in a law suit by a discharged employee against the Road Commission. (United States District Court, Western District of Michigan, Southern

Division Case No: 1:16-cv-01103-RJJ) and authorize Chairman MaGee to sign "Settlement Agreement" with MCRCSIP which may include a future, more formal settlement agreement; seconded by Commissioner Way.

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

Mr. Vanek's report:

- Bracey Road paving began today.
- Ridge Road, Waller Road and Raspberry Lane projects will begin this week.

Mr. Harmon's report:

- Presented online bid specs for John Deere tractor that would meet Beaver Island mower needs. Manager will post bid not to exceed \$15,000.

Mr. Wasylewski's report:

- Fred Gardner scheduled to attend next meeting to present audit

Mr. Ogden's report:

- Does not want to sell Duplex Truck for bid received. Clerk will pursue online posting.

(Mr. Ogden left meeting at 9:40am to attend funeral)

Chairman MaGee called for a 9 minute recess; resumed meeting at 10am.

10:00am Bid Openings:

Anderson Road (Wilson Township) reconstruction project (project #A489.015.036).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Tri County Excavating	\$236,713.60
MDC Contracting	\$243,255.50
Rieth-Riley Construction	\$258,490.50
Team Elmer's	\$314,644.50
J&N LLC	\$321,048.80

Commissioner Way moved to approve Vouchers #028 through #030 for \$232,017.50; seconded by Commissioner MaGee.

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

Chairman MaGee adjourned at 10:07am.

Russell MaGee, Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
MAY 22, 2017 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman MaGee opened the meeting at 9:00am.

Chairman MaGee, Commissioners Ogden and Way, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek, CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. Also in attendance Dave Boyle-Northwest Design Group (NDG) and Bill Mansfield, Lavender Hill Farm.

Commissioner Ogden moved to accept May 8, 2017 regular meeting minutes as corrected; seconded by Commissioner Way.

Page 2 line 62; replace word "applied" with "replied"

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

Commissioner Way moved to accept April 24, 2017 closed session minutes as presented; seconded by Commissioner Ogden.

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

Northwest Design Group (NDG) engineer, Dave Boyle reported on recent Shadow Trails Road (Melrose Township) culvert failure. It is unknown when the original culvert was installed, but construction style would indicate the 1920's. Boyle advised a 12'x6' box culvert will be more than adequate and has been secured through the road commission. Boyle will prepare bid documents for contractor installation. The Manager and Staff Engineer have been working with the DEQ and utility companies involved.

Commissioner Ogden moved to open bids 1:00pm, Thursday, June 8, 2017 for the Shadow Trails Road culvert installation project (A460.010.001); seconded by Commissioner Way.

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

Bill Mansfield, Lavender Hill Farm, attended the Board Meeting this morning to determine the status of the upcoming culvert replacement under Old Horton Bay Road located between the two driveways of his business. Mr. Harmon explained the culvert is not an immediate safety concern, but does need to be replaced sometime this construction season. The depth of the culvert is beyond reach of the road commission equipment. The road commission will furnish the 36" culvert and contract the installation. The road will be closed for approximately one week, and a detour provided, but access will be maintained to both Lavender Hill driveways. The Board and Manager agreed to have the work performed a week or two after Labor Day to minimize disruption to Mr. Mansfield's business.

Commissioner Way moved to transfer \$10,118.00 from the Insurance Fund to the General Fund for Quarterly CRASIF Work Comp Insurance Premium; seconded by Commissioner Ogden.

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

Commissioner Ogden moved to allow Lakeshore Drive closure (Eveline Township) from Boyne City limits to Wilson Road May 20, 2017 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 Way. *(event took place last weekend with Manager's approval)*

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

Commissioner Way 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 10, 2017 from 9:00am to 1:00pm for the Friends Helping Neighbors fundraiser (Melrose Township Fire Department provides traffic control); seconded by Commissioner Ogden.

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

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

- c. Sumner Road paving project (A489.001.040-Bay Township), to Rieth-Riley Construction \$189,595.30.
- d. Bay Shore North paving project (A489.007.044-Hayes Township), to Payne & Dolan, Inc. \$140,245.12.
- e. Quarterline Road paving project (A489.007.045-Hayes Township) to Rieth-Riley Construction \$151,835.00.

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

Commissioner Ogden moved to open bids 10:00am, Monday, June 12, 2017 as follows: seconded by Commissioner Way.

- Anderson Road Reconstruction, Wilson Township (cost share with City of Boyne City) (A489.015.036).

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

Mr. Reinhardt's report:

- Concerned about short life span of currently used centerline paint (resultant from new environmental regulations).

Mr. Vanek's report:

- Wilson Road & Wood Street paving project is complete.
- Waller Road & Raspberry Lane is scheduled to begin after Memorial Day.

Mr. Harmon's report:

- Meeting regarding zoning permit application for new building on Beaver Island scheduled for May 25th.
- Manager and Engineer met with John Vron dran at Hemingway Pointe Club, to discuss drainage issues. CCRC crew will place tile under Sanderson Road.
- Logging company requested improvements to seasonal part of Cosier Road, Section 13 South Arm Township.

- Conducted interviews for mechanic and truck driver positions. Will consider hiring two mechanics to accommodate CCRC needs.
- Received email offer from Dutchman Tree Farms to purchase equipment #074 Fiat Allis M65 Grader for \$3,500.00.

Commissioner MaGee moved to accept offer of \$3,500 from Dutchman Tree Farms for sale of Equipment #074 Fiat Allis Grader; seconded by Commissioner Ogden.

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

Mr. Wasylewski's report:

- Reported on recent Clerk's conference. MERS has added new surplus division for extra payments.

Commissioner Ogden moved to approve Vouchers #026 through #027 for \$277,944.54; seconded by Commissioner Way.

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

Chairman MaGee adjourned at 11:05am.

Russell MaGee, Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
MAY 8, 2017 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman MaGee opened the meeting at 9:00am.

Chairman MaGee, Commissioners Ogden and Way, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek, CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. Also in attendance for 10:00am bid opening: Chris Markovich-J&N LLC.

Commissioner Ogden moved to accept April 24, 2017 regular meeting minutes as presented; seconded by Commissioner Way.

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

Commissioner Way moved to award the following projects to their respective low bidders, contingent on township board approval; seconded by Commissioner Ogden.

- a. Dietz Road paving project (A489.002.024-Boyne Valley Township), to Payne & Dolan, Inc. \$155,918.80.
- b. Clute Road & Hall Street paving project (A489.005.021-Evangeline Township), to Rieth-Riley Construction \$222,874.60.
- c. Ellis Road Afton stone project (076.3.005.9-Evangeline Township) to Rieth-Riley Construction \$34,000.00.
- d. Kuzmik Road upgrade (A489.008.016-Hudson Township) to MDC Contracting with change order #1, \$41,577.75.

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

Commissioner Ogden moved to allow Waller Road closure (Charlevoix Township) from Old Orchard Road to US31 June 24, 2017 from 6:30am to 11:00am for the “Good Boys Marathon” (Sheriff’s Department provides traffic control), seconded by Commissioner Way.

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

Mr. Vanek’s report:

- Payne & Dolan will begin work today on Wilson Road & Wood Street.
- Iron Bridge, Hudson Township passed biannual inspection. However, the bridge needs maintenance before future inspections.

Mr. Harmon’s report:

- Will meet with members of the Conservancy, Curtis Lane, Bay Township. It doesn’t appear the road end touches Conservancy property where cars currently park. The Manager recommended Conservancy obtain a survey.
- Annual safety meeting held last week at Otsego County Road Commission. Manager advised cell phone usage during company time needs to be addressed.
- CRCC offer of \$6,500 to purchase used Ford pickup with low mileage was accepted.
- Deadline for applications for mechanic, Ironton & Beaver Island truck driver positions were due Friday, May 5th. Interviews will be scheduled soon.

Mr. Wasylewski's report:

- Group Life & Disability policy is scheduled for renewal, recommends pursuing "option B" to increase short term disability to \$750 weekly max, add Long Term Disability and retain current \$15,000 life insurance limit. The maximum has not increased for over ten years and all employee's wages exceed the current weekly 2/3 limit of \$400.

Commissioner Ogden moved to renew the Group Life & Disability policy with enhancements; increasing short term disability benefits to \$750 weekly max, adding a Long Term Disability benefit and retaining the current \$15,000 Life Insurance limit; seconded by Commissioner Way.

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

Mr. MaGee's report:

- Asked if candidates who unsuccessfully interviewed for open positions were subsequently notified of their status. The manager ~~applied~~ **replied** in the affirmative. *(minutes corrected 5/22/2017)*

10:00am Bid Openings:

Sumner Road & Chapelle Road (Bay Township) paving project (project #A489.001.040).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Rieth-Riley Construction	\$189,595.30
J&N LLC	\$214,715.35
Payne & Dolan, Inc.	\$230,673.20

Commissioner Ogden moved to approve Vouchers #023 through #025 for \$130,779.97; seconded by Commissioner Way.

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

Chairman MaGee adjourned at 10:07 am.

Russell MaGee, Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
APRIL 24, 2017 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman MaGee opened the meeting at 9:00am.

Chairman MaGee, Commissioners Ogden and Way, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek, CCRC clerk Frank D Wasylewski, CCRC Boyne City Road Foreman Mike Skop, CCRC Shop Superintendent Mick Luchenbill attended along with County Commissioner Ron Reinhardt. Also in attendance for 10:00am bid opening: Mark Wagner-Rieth Riley Construction, Vince Carpenter-MDC Contracting, Matt Miller-Payne & Dolan and Chris Markovich-J&N LLC.

Commissioner Way moved to accept April 10, 2017 regular meeting minutes as presented; seconded by Commissioner Ogden.

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

Commissioner Way moved to transfer \$125,466.00 from the Insurance Fund to the General Fund for Annual MCRCSIP General & Auto Liability Insurance Premium; seconded by Commissioner Ogden.

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

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

- e. Waller Road & Raspberry Lane paving project (A489.004.021-Charlevoix Township), to Rieth-Riley Construction \$362,125.00.
- f. Bracey Road paving project (A489.006.057-Eveline Township), to Payne & Dolan Inc. \$162,956.10.
- g. Ridge Road paving project (A489.006.058-Eveline Township) to Rieth-Riley Construction \$114,635.00.
- h. Wilson Road & Wood Street paving project (A489.006.059-Eveline Township) to Payne & Dolan Inc. \$117,280.35.

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

Commissioner Way moved to open bids 10:00am, Monday, May 8, 2017 as follows; seconded by Commissioner Ogden.

- a. Sumner Road paving, Bay Township (A489.001.040).

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

Shop Superintendent Mick Luchenbill advised truck specs will be drafted for two new plow trucks. It is not possible to receive fully equipped trucks ready for next winter at this point. Luchenbill also requested permission to purchase three v-box sanders for trucks #051, #055 & #056 (2-5yd and 1-10yd) and two cross augers for #046 and #053. The upgrade should improve winter efficiency. The units will be purchased through MiDeal.

Mr. Harmon's report:

- Truck Driver/Maintenance Work position open on Beaver Island.
- Sheriff Department will use Sutliff pit twice a year for training.
- MCRSIP Crash test training this week. Manager and two road foremen will attend.
- Antrim County proposes to improve their section of Marion Center Road in conjunction with CCRC's project next year (the federally funded southern end). Antrim County manager is willing to serve as project manager for the project. NDG would still complete all design work.

Mr. Wasylewski's report:

- Presented various options for the group life & disability policy renewal, currently with Lincoln Financial. Commissioner Ogden suggested Clerk present supporting recommendation at next meeting.

Mr. Ogden's report:

- Need to determine monthly allocation and establish fund for Ironton Garage future replacement.

10:00am Bid Openings:

Dietz Road (Boyne Valley Township) paving project (project #A489.002.024).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Payne & Dolan, Inc.	\$155,918.80
Rieth-Riley Construction	\$165,710.00
Tri County Excavating	\$167,237.00
MDC Contracting	\$167,930.00
Team Elmer's	\$182,152.00

Wilson Road (Eveline Township) 6" Afton stone project (project #076.3.006.029).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Paulben Company	\$39,104.00
J&N LLC	\$45,440.00
Poquette Leasing	\$50,752.00
Rieth-Riley Construction	\$60,640.00

Bay Shore North subdivision (Hayes Township) paving project (project #A489.007.044).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Payne & Dolan, Inc.	\$140,245.12
Rieth-Riley Construction	\$142,950.00

Quarterline Road (Hayes Township) paving project (project #A489.007.045).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Rieth-Riley Construction	\$151,835.00
Payne & Dolan, Inc.	\$157,941.30

Kuzmik Road (Hudson Township) upgrade (project #A489.008.016).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
MDC Contracting	\$43,366.25

Tri-County Excavating	\$44,706.50
Rieth-Riley Construction	\$61,678.75

Country Club Road (Melrose Township) paving project (project #A489.010.028).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Payne & Dolan, Inc.	\$51,940.10
Rieth-Riley Construction	\$52,183.00

Commissioner Ogden moved to enter closed session to discuss pending litigation with MCRCSIP attorney, Craig Lange; seconded by Commissioner Way.

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

The Board entered closed session at 10:15am, resumed regular meeting 10:50am.

Mr. Way's report:

- The roadside mower on Beaver Island does not have a cab to protect the driver from the elements or debris. Manager will pursue options.

Commissioner Ogden moved to approve Vouchers #021 through #022 for \$372,485.41; seconded by Commissioner Way.

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

Chairman MaGee adjourned at 11:02 am.

Russell MaGee, Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
APRIL 10, 2017 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman MaGee opened the meeting at 9:00am.

Chairman MaGee, Commissioners Ogden and Way, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek, CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. Also in attendance, Amanda Porath, Northwest Design Group (NDG) and Sue Hobbs, Boyne Valley Township Supervisor. 10:00am bid opening: Mark Wagner-Rieth Riley Construction, Vince Carpenter-MDC Contracting, Matt Miller-Payne & Dolan, Mario Suarez-Super M Excavating, Dylan Darrow-Team Elmer's, Chris Markovich-J&N LLC and John Vrondran-Eveline Township Supervisor.

Commissioner Way moved to accept March 27, 2017 regular meeting minutes as presented; seconded by Commissioner Ogden.

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

NDG Engineer, Amanda Porath presented options for Ironton Garage improvements. Two options were presented, repair existing structural deficiencies versus constructing a new, larger building to accommodate future needs. Estimated cost for repairs range \$100,000 - \$150,000 and a new building would exceed \$700,000. Commissioner Ogden expressed concern with longevity of building; will enough useful years be gained to justify cost of repairs. Consensus is to repair three piers on east side of building and coat the roof, with intent to replace building in the future.

Porath also gave an update on the new county Beaver Island Garage. The floor drains and sanitary lines were scanned using camera and found to need repair. The floor drain is only 4" diameter and dead-ends outside the building. The line running under the concrete floor also appears to be smashed, probably damaged during construction and needs upgrade. The sanitary line under the floor also needs repair as a 45degree elbow, most likely not glued properly, separated from the pipe and is leaking.

Porath will apply for funding for two bridges under MDOT Local Bridge Program. Commissioner Ogden moved to apply for MDOT's 2020 Local Bridge funds to reconstruct the Springvale Road Bridge over Bear River, Section 10 and 15, Melrose Township, the Road Commission will fund the local share; seconded by Commissioner Way.

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

Commissioner Way moved to apply for MDOT's 2020 Local Bridge funds to reconstruct the Iron Bridge over the west branch of the Sturgeon River on Iron Bridge Road, Sections 24 and 25, Hudson Township, the Road Commission will fund the local share; seconded by Commissioner Ogden.

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

The Manager presented updated certification maps for approval. Correction of 0.10 mile made to Peaine Township local roads (addition error), and 0.74 mile moved from Melrose Township local to primary for approved reclassification of Bear River Road. Commissioner Way moved to approve 2017 Certification Map, and authorize the Chairman to sign the 2017 Certification Map. Certified mileage totals 713.69 miles (185.11 Primary Road and 528.58 Local Road); seconded by Commissioner Ogden.

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

Commissioner Ogden moved to open bids 10:00am, Monday, April 24, 2017 as follows; seconded by Commissioner Way.

- b. Bay Shore North subdivision paving, Hayes Township (A489.007.044)
- c. Quarterline Road paving, Hayes Township (A489.007.045)
- d. Kuzmik Road upgrade, Hudson Township (A489.008.016)
- e. Country Club Road paving, Melrose Township (A489.010.028)

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

Commissioner Way moved to open bids, contingent on township board approval 10:00am, Monday, April 24, 2017 as follows; seconded by Commissioner Ogden.

- a. Dietz Road paving, Boyne Valley Township (A489.002.024)
- b. Wilson Road Afton stone project, Eveline Township (076.3.006.029)

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

10:00am Bid Openings:

Waller Road & Raspberry Lane (Charlevoix Township) paving project (project #A489.004.021).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Rieth-Riley Construction	\$362,125.00
Payne & Dolan, Inc.	\$366,629.80
MDC Contracting	\$372,993.55
J&N LLC	\$385,714.40
Team Elmer's	\$409,215.75

Clute Road & Hall Street (Evangeline Township) paving project (project #A489.005.021).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Rieth-Riley Construction	\$222,874.60
Payne & Dolan, Inc.	\$248,466.59

Ellis Road (Evangeline Township) 4" Afton stone project (project #076.3.005.9).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Rieth-Riley Construction	\$34,000.00

Bracey Road (Eveline Township) paving project (project #A489.006.057).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Payne & Dolan, Inc.	\$162,966.10
MDC Contracting	\$167,714.00

Team Elmer's	\$177,577.00
Tri County Excavating	\$ 178,415.00
Rieth-Riley Construction	\$178,482.00
Super M Excavating	\$192,872.00

Ridge Road (Eveline Township) paving project (project #A489.006.058).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Rieth-Riley Construction	\$114,635.00
Payne & Dolan, Inc	\$124,822.60
J&N LLC	\$125,056.10
Super M Excavating	\$131,401.00
Team Elmer's	\$134,763.00

Wilson Road & Wood Street (Eveline Township) paving project (project #A489.006.059).

<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
Payne & Dolan, Inc.	\$117,280.35
Rieth-Riley Construction	\$118,624.80
MDC Construction	\$129,984.00
Team Elmer's	\$145,122.00
Super M Excavating	\$149,505.50

Mr. Harmon's report:

- Residents of Mt. McSauba subdivision, Charlevoix Township have requested to replace current two-way stop sign with a four-way stop sign at the Mt. McSauba Road/ Pleasant Avenue/ Pear Street intersection. Manager and Staff Engineer will meet on site with NDG engineer, Dave Boyle to review traffic flow to make determination if stop sign placement is warranted.
- Stock Clerk, Mike Lickfeldt offered to sell CCRC a 2003 Ford F250 ¾ ton pickup. Blue Book retail value is \$8,950. The Commissioners agreed to offer \$6,500.00 for the purchase.

Commissioner Ogden moved to approve Vouchers #018 through #020 for \$142,143.59; seconded by Commissioner Way.

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

Chairman MaGee adjourned at 11:05am.

Russell MaGee, Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
MARCH 27, 2017 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman MaGee opened the meeting at 9:00am.

Chairman MaGee, Commissioners Ogden and Way, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek, CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. Also in attendance, Kiersten Stark-Charlevoix County Planning Department and Norman and Judith Gardner-Boyne Valley Township residents.

Commissioner Way moved to accept March 13, 2017 regular meeting minutes as presented; seconded by Commissioner Ogden.

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

Boyne Valley Township residents, Judith and Norman Gardner heard Dietz Road may be improved and would like to make sure the clay under the road surface is removed to provide longevity. The Chairman advised Boyne Valley Township has indicated it is their intent to make improvements to the road this year, but it is not known what the scope of work will be.

Kiersten Stark, Charlevoix County Planning Department presented Phase 3-Boyne City to Charlevoix Non-Motorized Trail update. The Road Commission will serve as the Act 51 agency for the project. Grant applications have been submitted for funding of both the trail and a trail head area for parking, toilet and drinking fountain. Park of the Pines has agreed to grant an easement to the County for the trail head location. No changes have been made to the original route. Parking options at the trail head were discussed.

Reviewed draft policy for Communications Service Provider Facilities Within Highway Rights-of-Way from MCRC SIP. Policy will provide process for permit requests from communication service providers (CSP) to construct or install various types of Distributed Antenna Systems (DaS) in road right-of-way.

Commissioner Ogden moved to adopt and implement Policy 17-1 “Permit Policy for Safely Allowing Limited Communication Service Provider Facilities Access Within the County Road Right-of-Way”, effective immediately; seconded by Commissioner Way.

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

Commissioner Way moved to open bids 10:00am, Monday, April 10, 2017 as follows; seconded by Commissioner Ogden.

- f. Waller Road & Raspberry Lane paving project, Charlevoix Township (A489.004.021).
- g. Clute Road & Hall Street paving project, Evangeline Township (A489.005.021).
- h. Ellis Road Afton stone project, Evangeline Township (076.3.005.9).
- i. Bracey Road paving project, Eveline Township (A489.006.057).
- j. Ridge Road paving project, Eveline Township (A489.006.058).
- k. Wilson Road & Wood Street paving project, Eveline Township (A489.006.059).

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

Mr. Vanek's report:

- Norwood Township Supervisor advised intent to proceed with Lake Shore Drive project as per NDG proposed plans. The Township is pursuing funding options.

Mr. Harmon's report:

- Presented proposal from lobbyist, Ronald DeCook. The Board decided not to accept.

Mr. Wasylewski's report:

- Asked if consideration was given to increase monthly budgetary fund allocations, as recommended at previous meeting.

Commissioner Way moved to increase monthly budgetary fund allocations from \$54,000 to \$100,000 until further notice, distributed to funds as follows: Equipment-\$44,000, Preventive Maintenance-\$16,000, Construction-\$20,000, Buildings and Grounds-\$9,000 and Insurance-\$11,000; seconded by Commissioner Ogden.

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

Commissioner Ogden moved to approve Vouchers #016 through #017 for \$224,906.18; seconded by Commissioner Way.

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

Chairman MaGee adjourned at 10:31am.

Russell MaGee, Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
MARCH 13, 2017 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman MaGee opened the meeting at 9:00am.

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

Commissioner Way moved to accept February 27, 2017 regular meeting minutes as presented; seconded by Commissioner Ogden.

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

Commissioner Ogden moved to accept the 2017 Annual Township meeting minutes as follows: seconded by Commissioner Way.

Boyne Valley, Chandler, Evangeline, Eveline, Hayes, St James and Wilson Townships as presented.

Melrose Township as corrected:

Page 1, line 34, add “adjourned” following MaGee.

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

Traffic Control Order Number P15-16-16 received from Michigan Department of State Police establishing no parking on Bay Street, St James Township, from Main Street to a point seven-hundred (700) feet westerly.

Commissioner Way moved to accept and implement Traffic Control Order number P-15-16-16; seconded by Commissioner Ogden.

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

Staff Engineer Vanek presented bid tabs for 2017 annual materials.

Commissioner Ogden moved to accept all bids and directed the manager or his designee to purchase materials from the 2017 bidder list as necessary, in the best interest of the road commission; seconded by Commissioner Way.

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

Reviewed Northwest Design Group (NDG) Structural Engineering Services Contract to perform professional engineering services for Ironton Garage repairs. The Manager advised the scope of repair would include 6 piers and a new roof. Due to the extent of repairs required, the age of the building and lack of current space to house all equipment, Manager asked for cost comparison to repair or construct a new, wider building to accommodate future needs. Road Foreman Skop suggested before pursuing, the long term operation of the road commission and the efficiency of operating two garages be reviewed.

Design work will be invoiced at actual hours performed and will be based on fee schedule submitted with total cost estimated to be about \$4,224 (repair work only).

Commissioner Way moved to accept the NDG proposal to perform professional engineering services for the Ironton Garage repair and authorized the Manager to sign the proposal as submitted; supported by Commissioner Ogden.

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

Boyne City Road Foreman Mike Skop presented his preliminary plan for crew safety equipment. A conceptual proposal was first presented by employees to the Safety Committee. The plan would require an amendment to the current Bargaining Agreement with the Teamsters and would include an annual employee allocation for proper safety attire and additional employee work rules. The Manager will present Skop's preliminary plan to Labor Attorney, Mike Kluck for review.

Mr. Vanek's report:

- Preparing road improvement estimates for Charlevoix and Evangeline Townships.
- Presented APAM paving award received for Camp Daggett and Stolt Road paving project.

Mr. Harmon's report:

- Current 200amp electrical service panel for newly purchased Beaver Island Garage is not large enough for current needs and should be upgraded to 300-400amps.

Mr. Wasylewski's report:

- Increased MTF revenue from the new gas tax and vehicle registration fees was received with last week's check. Presented review of monthly budgetary fund allocations with proposals to increase each.

Mr. Ogden's report:

- Township gravel cost share policy should continue with hope asphalt cost sharing could be resurrected in future years.

Mr. Way's report:

- Transportation Authority Board met last week. The Board will seek bids for new docks. The Board is also exploring repowering options for the Ferry.
- It is not likely the Ironton Ferry will serve as a detour during the overnight hours while the Charlevoix MDOT Bridge project is underway.

Commissioner Way moved to approve Vouchers #013 through #015 for \$198,318.55; seconded by Commissioner Ogden.

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

Chairman MaGee adjourned at 10:55am.

Russell MaGee, Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
FEBRUARY 27, 2017 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman MaGee opened the meeting at 9:00am.

Chairman MaGee, Commissioners Ogden and Denny Way, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek, CCRC clerk Frank D Wasylewski, CCRC Boyne City Road Foreman Mike Skop attended along with County Commissioner Ron Reinhardt.

Commissioner Ogden moved to accept February 13, 2017 regular meeting minutes as presented; seconded by Commissioner Denny Way.

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

Commissioner Denny Way moved to transfer \$9,085.00 from the Insurance Fund to the General Fund for CRASIF quarterly premium and \$5,753.00 from the Countywide Millage Fund to the General Fund for NDG Marion Center invoice; seconded by Commissioner Ogden.

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

Boyne City Road Foreman Mike Skop presented his preliminary plans for the recycling area. County Maintenance Supervisor Frank Shaler is exploring grant possibilities to enhance the recycling area. Skop advised safety has been an ongoing concern and proposed two options to improve safety for the County's Recycling program: 1) provide additional space for the recycling area (CCRC provided and maintains the current area) fencing off the area and create new CCRC vehicular access and employee parking or 2) relocate recycling area completely to the northeast corner of the property adjacent to the Humane Society.

Mr. Reinhardt's report:

- Asked status of recent PASER ratings. Manager Harmon stated the details are not finalized, but remain unchanged for the county overall. However, the number includes state highways and city/villages, which negatively skews unadjusted county road condition results.

Mr. Harmon's report:

- Two road foremen will attend Crash Assessment Training sponsored by MCRCSIP.
- Reviewed Ironton Garage with Northwest Design Group (NDG) engineer, Amanda Porath. NDG will prepare report indicating repairs necessary.
- Presented plans prepared by NDG for new Beaver Island garage.

Mr. Vanek's report:

- Annual materials bids were opened Friday; bid tabs will be presented at next meeting.

Commissioner Ogden moved to approve Vouchers #011 through #012 for \$210,846.33; seconded by Commissioner Denny Way.

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

Chairman MaGee adjourned at 10:25am.

Russell MaGee, Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
FEBRUARY 13, 2017 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman MaGee opened the meeting at 9:00am.

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

Commissioner Ogden moved to accept January 23, 2017 regular meeting minutes as presented; seconded by Commissioner Denny Way.

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

Commissioner Denny Way moved to approve Charlevoix Fire Department permit to close Waller Road between US-31 and Old Orchard Road and Martin Road between Ance Road and Waller Road for fire training, Saturday, March 11, 2017 from 7:30am to 2:00pm. The Fire Department will provide traffic control; seconded by Commissioner Ogden.

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

Two proposed amendments to CRA (County Road Association) Constitution and Bylaws and Board of Directors Ballot reviewed. Proposed amendments would establish association membership and add a standing S.A.M. (Superintendents Association of Michigan) Committee. The Board of Director ballot is the Northern Association representative.

Commissioner Ogden moved to support the two proposed amendments to CRA Constitution and Bylaws and authorize the manager to submit CCRC ballot accordingly; seconded by Commissioner Denny Way.

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

Mr. Reinhardt's report:

- Will not be present for next meeting.

Mr. Way's report:

- Visited Ironton Garage and pointed out several structural deficiencies and noted the roof needs replacement.

Commissioner Ogden moved to approve Vouchers #006 through #010 for \$894,428.21; seconded by Commissioner Dennis Way.

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

Chairman MaGee adjourned at 9:50am.

Russell MaGee, Chairman

Frank D Wasylewski, Clerk

**CHARLEVOIX COUNTY ROAD COMMISSION
JANUARY 23, 2017 REGULAR MEETING MINUTES ~ 9:00am**

True copy

Chairman MaGee opened the meeting at 9:00am.

Chairman MaGee, Commissioners Ogden and Denny Way, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek, CCRC clerk Frank D Wasylewski attended along with County Commissioner Ron Reinhardt. Also present: Lucas Porath-Wade Trim Inc and Shop Superintendent, Mick Luchenbill.

Commissioner Ogden moved to accept January 9, 2017 regular meeting minutes as presented; seconded by Commissioner Denny Way.

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

Wade Trim Inc. representative Lucas Porath presented the board a proposal for services Wade Trim offers county road commissions. Porath recently joined the firm as a professional engineer.

Commissioner Ogden moved to appoint Denny Way as the Road Commission representative on the Charlevoix County Transportation Authority Board overseeing administration of the Ironton Ferry; seconded by Chairman MaGee.

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

Eveline Township is applying for grants from the Charlevoix County Parks Millage fund and request support from the Road Commission.

RESOLUTION IN SUPPORT OF EVELINE TOWNSHIP APPLICATION TO THE 2017 PARKS MILLAGE FUND FOR THE PURPOSE OF PLACEMENT OF A BENCH AND BIKE RACK AT THE IRONTON FERRY EAST LANDING.

Commissioner Denny Way moved to adopt the following resolutions; seconded by Commissioner Ogden.

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

WHEREAS placement of a bench and bike rack will enhance residents and visitor travel on the Ironton Ferry with the option of security for property and

WHEREAS placement of a bench and bike rack will improve safety of the area and

WHEREAS a bench and bike rack would be an enhancement to residents and visitors experience and enjoyment of the scenic area.

NOW THEREFORE, BE IT RESOLVED, the Charlevoix County Road Commission supports the Eveline Township application to the 2017 Parks Millage Appropriation Fund for the purpose of placement of a bench and bike rack at the Ironton Ferry East Landing.

RESOLUTION IN SUPPORT OF EVELINE TOWNSHIP APPLICATION TO THE 2017 PARKS MILLAGE FUND FOR THE PURPOSE OF PLACEMENT OF A BIKE RACK AT THE IRONTON FERRY WEST LANDING.

WHEREAS placement of a bike rack will enhance visitor travel on the Ironton Ferry and

WHEREAS placement of a bike rack will improve safety of the area and

WHEREAS a bike rack would be an enhancement to already existing bench.

NOW THEREFORE, BE IT RESOLVED, the Charlevoix County Road Commission supports the Eveline Township application to the 2017 Parks Millage Appropriation Fund for the purpose of placement of a bike rack at the Ironton Ferry West Landing.

Four proposed Amendments to CRA (County Road Association) Constitution and Bylaws reviewed. Amendments would allow Bay County Road Commission to switch councils, acknowledge updated CRA Vision and Mission, acknowledge addition of a standing Education Committee and approve change of CRA fiscal year beginning October 1st of each year.

Commissioner Ogden moved to support four proposed amendments and bylaws and authorize the manager to submit CCRC ballot accordingly; seconded by Commissioner Denny Way.

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

Shop Superintendent Mick Luchenbill reported the grader bid submitted by Michigan Cat meets bid specification and is low bid and recommends its purchase.

Commissioner Denny Way moved to purchase one (1) Cat 12M3AWD All Wheel Drive Motor Grader from low bidder Michigan Cat for \$290,643 with guaranteed repurchase option (\$30,643 total cost to CCRC after Unit #083 \$140,000 trade-in and guaranteed repurchase option); seconded by Commissioner Ogden.

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

Mr. Harmon's report:

- The Straits Area Council Meeting is February 7th.
- Elected leadership summit meeting will be held January 30th at Boyne Area Senior Center. The topic will be road work.
- There will be a CCRC safety Meeting, January 25th at 7am
- Manager and staff engineer went to Beaver Island to meet new St James Township supervisor and other members of the township Board.

- Presented adjustments to previously approved administrative pay scale. A change was made to the Shop Superintendent and stock clerk to remain consistent with mechanic's increase.

Commissioner Ogden moved to amend the Administrative Pay scale, adjusting Shop Superintendent and Stock Clerk hourly rates to reflect mechanic's rate increase; seconded by Commissioner Denny Way.

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

Mr. Ogden's report:

- Encouraged staff engineer begin annual report preparation.

Commissioner Ogden moved to approve Vouchers #003 through #005 for \$269,671.02; seconded by Commissioner Denny Way.

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

Chairman MaGee adjourned at 10:25am.

Russell MaGee, Chairman

Frank D Wasylewski, Clerk

Commissioner Way moved to appoint Commissioner Ogden as voting delegate and Commissioner MaGee as alternate voting delegate at the March 2017 County Road Association (CRA) annual meeting, seconded by Commissioner MaGee.

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

Commissioner Way moved to authorize Board Chairman MaGee and Manager Patrick Harmon to sign State Trunkline Maintenance Contract (October 1, 2016 – September 30, 2021) between the Charlevoix County Road Commission and the Michigan Department of Transportation; seconded by Commissioner Ogden.

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

Commissioner Ogden moved to adopt and implement the administrative wage scale & pay rates to be effective January 23, 2017, as presented by the manager; seconded by Commissioner Way.

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

Received request from Office Assistant to be covered by CCRC retirement plan. After discussion, the consensus of the Board is to retain existing policy whereby part-time and seasonal employees do not qualify for benefits.

Mr. Harmon's report:

- Received letter of concern regarding Deer Lake Road pedestrian crossing at Boyne Mountain Beach House. Recent improvements to Deer Lake Road have increased motorist's speed and pedestrians cross at most convenient location, and not the dedicated cross-walk with presumption motoring traffic will stop regardless where they cross.

Mr. Vanek's report:

- Received paving award from APAM (Asphalt Paving Association of Michigan) for Camp Daggett Road paving project (Bay Township).

Mr. Wasylewski's report:

- New fiber optic cable installed and operational, increasing internet speed and reliability.
- Fred Gardner, CPA will review physical inventories today; beginning the fiscal year audit.
- All townships have not yet scheduled annual meetings; meetings begin Monday.

Mr. Ogden's report:

- Inquired on Beaver Island building status and status of funding proposed by CCRC. Manager advised CCRC will contribute \$150,000 this year and \$75,000 next year.
- Presented summary of 50 year Road Report previously submitted to the legislature.

Commissioner Ogden moved to approve Vouchers #001 through #002 for \$90,133.83; seconded by Commissioner Way.

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

Chairman MaGee adjourned at 10:29am.

Russell MaGee, Chairman

Frank D Wasylewski, Clerk