

2003 REGULAR BOARD MEETING MINUTES

PLEASE SCROLL DOWN TO VIEW PREVIOUS DATES

DECEMBER 29, 2003

Chairman Saunders called the meeting to order at 2:00 PM.

Chairman Saunders, Commissioners Way and Ogden, Patrick Harmon and Shelley Kondrat attended, along with Eveline Township supervisor Dan Skrzeczkoski and Petoskey News-Review reporter Fred Gray.

Commissioner Way moved to approve December 08, 2003 regular meeting minutes with the following changes, seconded by Commissioner Ogden.

Page 3, line 22: change "Wayne" to "Way"
 Page 3, line 27: change "Wayne" to "Way"

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

Commissioner Ogden moved to approve October 30, 2003 Chandler Township Annual meeting minutes with the following changes, seconded by Commissioner Way.

Page 1, line 32: change "ver" to "very"
 Page 1, line 32: change "11% state sales tax." to "11% hotel/motel tax."

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

Commissioner Way moved to accept the Fiscal Year January 1 to December 31, 2003 Recommended Year-end Budget proposed by the Clerk as follows, seconded by Commissioner Ogden.

Prepared December 22, 2003 Shelley Kondrat, Clerk		2003 BUDGET SUMMARY			Page of 1 3
Name of Governmental Unit Charlevoix County Road Commission		Name of Fund Road Fund		Fund No. 201	Budget Year Ending Date: 12-31-03
FISCAL YEAR JANUARY 1 TO DECEMBER 31, 2003					
REVENUES (AND OTHER SOURCES)					
DEPARTMENT OR CLASSIFICATION		AMOUNT			
PAGE NO.	ACCOUNT DESCRIPTION	ESTIMATED PRIOR YEAR (12-31-02)	PREVIOUSLY APPROVED BUDGET	RECOMMENDED 12-31-03 BUDGET	
2	TRANSPORTATION	3,230,089.54	2,985,000.00	3,507,860.79	
2	FEDERAL & STATE REVENUE	36,884.20	1,180,000.00	1,632,275.78	
2	ECONOMIC DEVELOPMENT FUND	0.00	0.00	0.00	
2	TRUNKLINE MAINTENANCE-PRIMARY	346,657.25	300,000.00	395,000.00	
2	COUNTY RAISED REVENUE	1,392,631.78	800,000.00	1,309,348.11	
2	OTHER RAISED REVENUE	0.00	112,261.83	190,198.38	
2	INTEREST EARNED	24,268.99	16,100.00	15,890.00	
2	SALVAGE SALES	1,421.89	2,000.00	540.00	
2	GAIN/LOSS-EQUIPMENT DISPOSALS	48,625.00	0.00	6,004.00	
2	PERMIT FEES	25,224.50	25,000.00	26,000.00	
2	OTHER	350.00	0.00	350.00	
TOTAL REVENUES		5,106,153.15	5,420,361.83	7,083,467.06	
TOTAL OTHER SOURCES		0.00	0.00	0.00	
TOTAL REVENUES AND OTHER SOURCES		5,106,153.15	5,420,361.83	7,083,467.06	
EXPENDITURES (AND OTHER USES)					
DEPARTMENT OR CLASSIFICATION		AMOUNT			
PAGE NO.	ACCOUNT DESCRIPTION	ESTIMATED PRIOR YEAR (12-31-02)	PREVIOUSLY APPROVED BUDGET	RECOMMENDED 12-31-03 BUDGET	
3	HEAVY MAINTENANCE	1,495,767.00	1,600,000.00	2,792,727.33	
3	REGULAR MAINTENANCE	2,571,304.79	2,573,782.24	2,745,383.82	
3	TRUNKLINE MAINTENANCE-PRIMARY	348,902.99	300,000.00	400,000.00	
3	ADMINISTRATIVE EXPENSE (NET)	408,388.61	270,069.57	325,685.48	

3	EQUIPMENT EXPENSE (NET)	120,092.72	0.00	45,502.61
3	CAPITAL OUTLAY (NET)	-84,828.84	357,557.99	697,989.04
3	DISTRIBUTIVE EXPENSE	0.00	0.00	0.00
3	OTHER	192.00	0.00	0.00
TOTAL EXPENDITURES		4,859,819.27	5,101,409.80	7,007,288.28
OTHER USES		0.00	0.00	0.00
AMOUNTS NEEDED FOR CONTINGENCIES		0.00	0.00	0.00
TOTAL EXPENDITURES AND OTHER USES		4,859,819.27	5,101,409.80	7,007,288.28
CURRENT ESTIMATED OPERATING SURPLUS (DEFICIT)				76,178.78
ACCUMULATED AVAILABLE UNAPPROPRIATED SURPLUS (DEFICIT) FROM PRIOR YEARS				1,865,576.21
PROJECTED SURPLUS AT END OF BUDGET YEAR				1,941,754.99

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

Commissioner Ogden moved to accept the Fiscal Year January 1 to December 31, 2004 Recommended Beginning Budget proposed by the Clerk as follows, seconded by Commissioner Way.

Prepared December 29, 2003 Shelley Kondrat, Clerk		2004 BUDGET SUMMARY			Page of 1 3
Name of Governmental Unit Charlevoix County Road Commission		Name of Fund Road Fund	Fund No. 201	Budget Year Ending Date: 12-31-04	
FISCAL YEAR JANUARY 1 TO DECEMBER 31, 2004 RECOMMENDED BEGINNING BUDGET					
REVENUES (AND OTHER SOURCES)					
DEPARTMENT OR CLASSIFICATION		AMOUNT			
PAGE NO.	ACCOUNT DESCRIPTION	ESTIMATED PRIOR YEAR (12-31-03)	PREVIOUSLY APPROVED BUDGET	RECOMMENDED 12-31-04 BUDGET	
2	TRANSPORTATION	3,507,860.79	0.00	3,605,000.00	
2	FEDERAL & STATE REVENUE	1,632,275.78	0.00	142,000.00	
2	ECONOMIC DEVELOPMENT FUND	0.00	0.00	0.00	
2	TRUNKLINE MAINTENANCE-PRIMARY	395,000.00	0.00	400,000.00	
2	COUNTY RAISED REVENUE	1,309,348.11	0.00	500,000.00	
2	OTHER RAISED REVENUE	190,198.38	0.00	0.00	
2	INTEREST EARNED	15,890.00	0.00	16,000.00	
2	SALVAGE SALES	540.00	0.00	500.00	
2	GAIN/LOSS-EQUIPMENT DISPOSALS	6,004.00	0.00	0.00	
2	PERMIT FEES	26,000.00	0.00	25,000.00	
2	OTHER	350.00	0.00	0.00	
TOTAL REVENUES		7,083,467.06	0.00	4,688,500.00	
TOTAL OTHER SOURCES		0.00	0.00	0.00	
TOTAL REVENUES AND OTHER SOURCES		7,083,467.06	0.00	4,688,500.00	
EXPENDITURES (AND OTHER USES)					
DEPARTMENT OR CLASSIFICATION		AMOUNT			
PAGE NO.	ACCOUNT DESCRIPTION	ESTIMATED PRIOR YEAR (12-31-03)	PREVIOUSLY APPROVED BUDGET	RECOMMENDED 12-31-04 BUDGET	
3	HEAVY MAINTENANCE	2,792,727.33	0.00	642,000.00	
3	REGULAR MAINTENANCE	2,745,383.82	0.00	2,600,000.00	
3	TRUNKLINE MAINTENANCE-PRIMARY	400,000.00	0.00	400,000.00	
3	ADMINISTRATIVE EXPENSE (NET)	325,685.48	0.00	324,000.00	
3	EQUIPMENT EXPENSE (NET)	45,502.61	0.00	63,250.00	
3	CAPITAL OUTLAY (NET)	697,989.04	0.00	39,250.00	
3	DISTRIBUTIVE EXPENSE	0.00	0.00	620,000.00	
3	OTHER	0.00	0.00	0.00	
TOTAL EXPENDITURES		7,007,288.28	0.00	4,688,500.00	
OTHER USES		0.00	0.00	0.00	
AMOUNTS NEEDED FOR CONTINGENCIES		0.00	0.00	0.00	
TOTAL EXPENDITURES AND OTHER USES		7,007,288.28	0.00	4,688,500.00	
CURRENT ESTIMATED OPERATING SURPLUS (DEFICIT)				0.00	
ACCUMULATED AVAILABLE UNAPPROPRIATED SURPLUS (DEFICIT) FROM PRIOR YEARS				1,941,754.99	
PROJECTED SURPLUS AT END OF BUDGET YEAR				1,941,754.99	

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

All present discussed ISTEA funds completing **Thumb Lake Road** reconstruction, after which cities/villages and transit requests will probably be fulfilled. Funding to reconstruct **Boyne City-Charlevoix Road** isn't expected for several years.

Mr. Skrzeczkoski:

- Said Mr. Harmon would probably be involved in the Eveline Township lawsuit with **M-66** property owner.
- Said CCRC blade trucks are leaving a snow and sometimes sand windrow across **M-66 at Shaw Road** intersection. Trucks are also overloading with ice control sand and leaving dangerous windrows across driving lanes on various Charlevoix County curves and turns.

Commissioner Way moved to approve up to 30% fund transfer from the Primary Road Fund to the Local Road Fund, and to transfer funds from the County Road Fund to the Local Road Fund as necessary for the fiscal year ending December 31, 2003, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to elect CCRC manager Pat Harmon voting member and Chairman Saunders alternate voting member for 7:00 PM January 06, 2004 Local Task Force Meeting and for 1:00 PM January 08, 2004 TEA-21 Sub-Task Force 10-A Meeting. (Location: Kalkaska County Road Commission, 1049 Island Lake Road, Kalkaska, MI 49646), seconded by Commissioner Way.

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

Commissioner Way moved to allow Clerk to pay 2003 invoices through 12-31-03 with Manager approval, seconded by Commissioner Ogden.

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – 0 Motion carried.

RESOLUTION TO ABANDON PORTIONS OF BOYNE MOUNTAIN AND

CLIFFDWELLER ROADS, BOYNE VALLEY TOWNSHIP

Commissioner Ogden moved to adopt the following Resolution, supported by Commissioner Way.

WHEREAS, all owners of record and occupants of land abutting Boyne Mountain Road and Cliffdweller Road have petitioned to abandon portions of those two roads hereafter described and located in parts of sections 16 and 21 of Boyne Valley Township, Charlevoix County. This abandonment request is part of an overall relocation or realignment of the Boyne Mountain and Cliffdweller Roads and an extension of the Boyne Mountain Road from Highway U.S. 131 to Highway M-75. Therefore, this abandonment only includes portions of the old Boyne Mountain and Cliffdweller Roads that lie outside the relocated, realigned, or extended portions of the new Boyne Mountain or Cliffdweller Roads deeded by Boyne USA, Inc., to the County Road Commission Board on December 29, 2003.

WHEREAS, the County Road Commission Board has reviewed the petition and determined that new roads have been substituted for the old roads to be abandoned, that the old roads have been discontinued and obliterated and do not provide public access; therefore it is in the best public interest to abandon those portions of Boyne Mountain and Cliffdweller Roads hereafter described.

A 66 foot wide strip of land lying in part of the NE 1/4 of Section 21, and part of SE 1/4 of Section 16, T32N-R5W, Boyne Valley Township, Charlevoix County Michigan, described as follows:

Commencing at the NE corner of Section 21, T32N-R5W; thence S 00°23'07" W 1332.23' along the East line of said Section 21 to the North 1/8 line of said Section 21; thence N 89°32'54" W 634.04' along said 1/8 line to the West right-of-way line of highway US-131 to the POINT OF BEGINNING of the centerline of said 66 foot wide strip; thence N 89°32'54" W 28.66'; thence 1360.58' along the arc of a curve to the right, said curve having a radius of 833.33', a delta angle of 93°32'49" and a cord of 1206.69' bearing N 45°08'27" W; thence N 03°41'18" W 229.18'; thence 405.78' along the arc of a curve to the left, said curve having a radius of 250.00', a delta angle of 92°59'53" and a chord of 362.68' bearing N 50°11'15" W; thence S 86°10'14" W 335.78'; thence 23.88' along the arc of a curve to the right, to the North line of said Section 21, said curve having a radius of 300.00', a delta angle of 4°33'39" and a chord of 23.88' bearing

S 88°27'04" W; thence N 89°16'07" W 513.15' along the North line of said Section 21 to the North 1/4 corner of said Section 21; thence N 89°16'07" W 33.00' to the POINT OF ENDING of said centerline. It is the intent of this description to include all lands contained within said 66 foot wide strip between said westerly right of way line of said Highway US-131, and a line drawn at right angles to the last course of this description from its point of ending. Total length of abandon roads is 2,930.01 feet or .55 miles.

AND WHEREAS, the Charlevoix County Road Commission has jurisdiction of the roads described above (see attached Wade-Trim job number BUR2017-01G five page survey, drawing and legal description),

THEREFORE, BE IT RESOLVED, this Board absolutely abandons and discontinues the above described road sections for roadway purposes effective December 29, 2003.

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

BE IT FURTHER RESOLVED, the Charlevoix County Road Commission Clerk shall provide RESOLUTION copies to the Charlevoix County Register of Deeds, the proper highway authorities, the Boyne Valley Township Supervisor and the Boyne Valley Township Clerk.

I hereby certify the Charlevoix County Road Commission Board adopted this abandonment **Resolution** December 29, 2003 with the following vote:

AYES: SAUNDERS, WAY, OGDEN
NAYS: -NONE-

Shelley Kondrat, Clerk

**RESOLUTION TO ACCEPT NEW ALIGNMENT AND DEEDED
RIGHTS-OF-WAY FOR BOYNE MOUNTAIN AND CLIFFDWELLER ROADS
BOYNE VALLEY TOWNSHIP**

Commissioner Way moved to adopt the following **RESOLUTION**, seconded by Commissioner Ogden.

WHEREAS, Boyne Mountain Resort L.L.C., has offered to provide a deed for newly aligned rights-of-way to the Road Commission for part of newly constructed and realigned Boyne Mountain and Cliffdweller Roads, as follows:

A 66 foot wide strip of land lying in part of the NE 1/4 of Section 21, and part of SE 1/4 of Section 16, T32N-R5W, Boyne Valley Township, Charlevoix County Michigan, described as follows, to wit: Commencing at the NE corner of Section 21, T32N-R5W; thence S 00°23'07" W 1332.23' along the East line of said Section 21 to the North 1/8 line of said Section 21; thence N 89°32'54" W 634.04' along said 1/8 line to the West right-of-way line of highway US-131 to the POINT OF BEGINNING of the centerline of said 66 foot wide strip; thence N 89°32'54" W 18.62'; thence 379.81' along the arc of a curve to the right, said curve having a radius of 987.29', a delta angle of 23°16'31" and a cord of 377.47' bearing N 78°31'39" W; thence N 67°30'25" W 362.54'; thence 1,410.28' along the arc of a curve to the right, said curve having a radius of 1500.00', a delta angle of 53°52'08" and a chord of 1358.91' bearing N 40°34'21" W; thence N 13°38'17" W 360.06'; thence 963.94' along the arc of a curve to the left, said curve having a radius of 1750.00', a delta angle of 31°33'35" and a chord of 951.80' bearing N 29°25'04" W; thence N 45°11'52" W 461.74'; thence 966.74' along the arc of a curve to the right, said curve having a radius of 725.00', a delta angle of 76°24'01" and a chord of 896.70' bearing N 06°59'51" W; thence N 31°12'10" E, 239.82'; thence 964.86' along the arc of a curve to the left, said curve having a radius of 600.00', a delta angle of 92°08'15" and a chord of 864.21' bearing N 14°51'58" W; thence N 60°56'06" W, 370.08'; thence 1,205.13' along the arc of a curve to the right, said curve having a radius of 600.00', a delta angle of 115°04'53" and a chord of 1,012.53' bearing N 03°23'39" W; thence N 54°08'48" E, 215.72'; thence 264.01' along the arc of a curve to the left, said curve having a radius of 800.00', a delta angle of 18°54'30" and a chord of 262.81' bearing N 44°41'33" E; thence N 35°14'18" E, 141.64' to the South right-of-way of State Highway M-75 and the POINT OF ENDING of said centerline. Containing 12.61 acres more or less. It is the intent of this description to include all lands contained within said 66 foot wide strip between said westerly right-of-way line of said Highway US-131 and said south right-of-way of said

Highway M-75, and a line drawn at right angles to the last course of this description from its point of ending for a total length of 8,324.99 feet or 1.58 miles

A 66 foot wide strip of land lying in part of the NE ¼ of Section 21, and part of the SE ¼ of Section 16, T32N-R5W, Boyne Valley Township, Charlevoix County Michigan, described as follows, to wit: Commencing at the N ¼ corner of Section 21, T32N-R5W; thence N89°04'38" E, 405.77' along the North line of said section 21, to the POINT OF BEGINNING (being the centerline of new Boyne Mountain Road), of the centerline of said 66 foot wide strip; thence continuing along the North line of said Section 21, N89°04'38" E, 107.38"; thence 23.88' along the arc of a curve to the left, said curve having a radius of 300.00', a delta angle of 04°33'21" and a chord of 23.87' bearing N 86°48'07" E; thence N 84°31'17" E, 336.00'; thence 405.78' along the arc of a curve to the right, said curve having a radius of 250.00', a delta angle of 87°00'05" and a chord of 362.68' bearing S 48°58'45" E; thence S 02°28'48" E, 296.38' to the POINT OF ENDING of said centerline. Together with a 50' by 60' easement located adjacent to the described right-of-way, described as beginning at a point N 02°28'48" W, 39.00' from point of ending of this easement and 33.00' west, for purposes of turn around access for the Charlevoix County Road Commission. It is the intent of this description to include all lands contained within said 66 foot wide strip between said easterly right-of-way line of said new Boyne Mountain Road, and a line drawn at right angles to the last course of this description from its point of ending. Described right-of-way contains 1.77 acres of land and has a total length of 1,169.42 feet or 0.22 miles.

THEREFORE, BE IT RESOLVED, the Charlevoix County Road Commission Board hereby accepts the above described deed for rights-of-way, and incorporates the rights-of-way into the county road system effective December 29, 2003.

BE IT FURTHER RESOLVED, the Charlevoix County Road Commission Clerk shall provide Resolution copies to the Charlevoix County Register of Deeds, the proper highway authorities, the Boyne Valley Township Supervisor and the Boyne Valley Township Clerk.

I hereby certify the Charlevoix County Road Commission Board adopted this acceptance **Resolution** December 29, 2003 with the following vote:

YEAS: SAUNDERS, WAY, OGDEN
NAYS: -NONE-

Shelley Kondrat, Clerk

Mr. Harmon:

- Said Mr. Vanek received \$140,000 Improvement Grant for **US-31 & Boyne City-Charlevoix Road** intersection (must be spent in 2004). Mr. Harmon will ask Charlevoix Township and Hayes Township to split \$40,000 local share, and CCRC will fund engineering costs 100% (approximately \$20,000-\$30,000). Project will be engineered to Federal Standards, readying for possible future signal; and stop bar will be placed further out for better visibility. The Board instructed Mr. Harmon to obtain Northwest Design Group (NDG) proposal; engineering should begin as soon as possible (survey, topography, elevations, property corners, etc.).
- Received Ironton Salt Storage Shed occupancy permit December 18, 2003. NDG received vendor payment application and will submit to CCRC for payment upon approval. Staining costs (approximately \$9,000) and liquidated damages (\$100 per day) will be withheld from said payment application. Vassar Building Center, Inc. will send estimate to repair Boyne City Salt Storage Shed damage.
- Said he & CCRC shop foreman Mick Luchenbill will present 2004 equipment requirements at January 2004 Board meeting. Mr. Harmon said two tractors (already ordered), two 5-yard dump trucks, two pick-up trucks, two patch wagons and a motor grader are very much needed. He said two new 5-yard trucks would replace Beaver Island trucks after performing one year on the mainland.
- Said Engineer Gary Vogt is working hard with the State to get **Donegal Bay Trail** \$124,600 payment.

Policy reviews will be January 26, 2004. Mr. Harmon and Mr. Vanek will submit seal-coat comparison.

Commissioner Ogden moved to pay bills totaling \$173,582.66, seconded by Commissioner Way.

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – 0 Motion carried.

Chairman Saunders adjourned the meeting at 4:20 PM.

DECEMBER 8, 2003

Chairman Saunders called the meeting to order at 9:00 AM.

Chairman Saunders, Commissioners Way and Ogden, Charlevoix County Commissioner Shirley Roloff, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Petoskey News Review reporter Fred Gray.

Commissioner Way moved to approve November 24, 2003 regular meeting minutes with the following changes, seconded by Commissioner Ogden.

- Page 2, line 30: add "**THEREFORE, BE IT RESOLVED**, the Charlevoix County Road Commission Board hereby accepts the above described deed for right-of-way, and incorporates the right-of-way into the county road system effective November 24, 2003."
- Page 6, line 1: change "State" to "Said MDOT"
- Page 6, line 5: change "shall be more reasonable" to "should be higher"
- Page 6, line 8: change "increase" to "increased"
- Page 6, line 15: change "Trail" to "Trails"
- Page 6, line 21: change "a discussion meeting CEMEX will be arranged a" to "CEMEX will arrange a"
- Page 6, line 28: change "transverse" to "longitudinal"

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

Commissioner Ogden moved to approve November 24, 2003 Bay Township Annual meeting minutes with the following changes, seconded by Commissioner Way.

- Page 1, line 20: change "intersection-paving project already awarded." to "proposed intersection-paving project."
- Page 1, line 45: change "Road" to "Street"

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

Commissioner Ogden moved to accept the following Resolution, seconded by Commissioner Way.

**UNIFORM RESOLUTION FOR ADOPTING
BENEFIT PROGRAM "E" INCREASE TO BE
EFFECTIVE ON ADJUSTMENT DATE JANUARY 1, 2004**

**MUST BE FILED WITH MERS BY DECEMBER 3, 2003.
To be effective for calendar 2004**

Note: Numbers 1 and 2 must be completed.

1. As authorized by Section 20 of the MERS Plan Document as revised the Charlevoix County Road
(Participating Municipality)
Commission 1501 adopts for the following (circle **only** A or B):
(Municipality No.)

A All retirees and beneficiaries.

or

B. Retirees and beneficiaries in Division: _____
Specify Division Number(s)

2. The increase will be (Traditional E or Flexible E – choose either A **or** B):

A **Traditional E** (For all who retired on or before December 31, 2002, as computed in the actuary's cost analysis.)

Two percent (2%) of the retirement allowance payable immediately prior to the adjustment date, for each complete calendar year since the last adjustment date for which Benefit E was adopted, or effective date of retirement allowance, whichever is shorter.

or

B. **Flexible E** (Complete the following.)

1. Type of increase _____% or flat dollar amount per month \$_____.
2. Increase applies in the following manner:
 - (a) Only those retired on or before _____, _____.
 - (b) Number of years for adjustment _____.

I certify that this **Resolution** was adopted by the Charlevoix County Road Commission Board at its meeting held on
(Governing Body)

December 08, 2003 with the following vote:

YEAS: Saunders, Way, Ogden
NAYS: None.

Dated: December 08, 2003

Signature of Authorized Official

CLERK
Title

Uniform Resolution – Benefit Program E
MERS 10/14/03

Commissioner Way moved to change the 9:00 AM Monday, December 22, 2003 meeting to 9:00 AM Monday, December 29, 2003 to allow for year-end preparation, seconded by Commissioner Ogden.

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

Mr. Vanek received Bay Township Board minutes requesting **Villa de Charlevoix** intersection improvement bid be awarded to H&D, Inc.

Commissioner Ogden moved to award Bay Township **Villa De Charlevoix** Intersection Improvements to H&D, Inc. for \$49,463.00, seconded by Commissioner Way.

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

Mr. Vanek introduced “Specifications for Public Road Development”. Proposed changes were reviewed by all.

Mr. Harmon introduced CCRC vs. Contractor Seal-coat costs (see copy attached); all present discussed.

At their annual township meeting, Marion Township complained **Novotny Road** re-seal project broke down and only streaks were left on driving surface. Chairman Saunders, Mr. Harmon and Mr. Vanek viewed separately and feel seal-coat adhered well. Mr. Harmon said Minnesota DOT seal-coat work manual states streaking is caused by worn brass spray nozzles.

Mr. Vanek said overlay cost is slightly higher than seal-coat procedure, but is much more durable. The Board requested seal coat vs. overlay cost comparison before deciding if CCRC will continue cost-share seal coat projects. If cost sharing continues, CCRC percentage will be written into policy.

Commissioner Way feels CCRC should accept future brine bids, but townships should work directly with the contractor to schedule application. Unless township request differs, contractor should charge 2,000 gallons per mile. Mr. Harmon suggested using a lower percent calcium chloride because 38% is getting expensive and becoming hard to locate.

The Board will discuss seal-coat procedures, brine application and allocation during annual policy review.

Mr. Harmon:

- Obtained Boyne City Salt Storage Shed occupancy permit and is currently being stocked with pure salt. The Board will view shed after adjournment. Said Ironton Salt Storage Shed is incomplete; completion date is unknown. Adequate funds will be withheld until outside staining is completed in spring 2004.
- CCRC employees Pat Whitley, Aaron Williams, Dave Adams, Doug Gillespie and several retirees thanked the Board for the Thanksgiving gift certificates.

Commissioner Ogden moved to transfer MDOT received \$64,913.58 from the General Fund to the Salt Storage Fund, seconded by Commissioner Way.

➤ VOTE: Ayes – Saunders, ~~Wayne~~ Way, Ogden Nays – 0 Motion carried.

Commissioner Ogden moved to authorize clerk to pay North American Salt Company invoice when received and approved by stock clerk to allow discount, seconded by Commissioner Way.

➤ VOTE: Ayes – Saunders, ~~Wayne~~ Way, Ogden Nays – 0 Motion carried.

Commissioner Ogden:

- Asked about **Miles Road** bids. Mr. Vanek hasn't heard from South Arm Township to date.
- Asked if Gary Vogt has information about **Donegal Bay Non-Motorized Trail** funding. Mr. Harmon said CCRC hasn't received State monies to date; H&D, Inc. is still waiting for their payment.
- Asked if Asset Management will be in compliance for the new accounting procedures. Mrs. Kondrat said GASB34 would be implemented this reporting year. CCRC auditor Fred Gardner will give Board full explanation of GASB34 procedures along with 2003 financial report.

Commissioner Ogden said trailer licensing requirement will increase 2004 MTF funds, but will be "short lived" since licenses are a "one time only" requirement.

Commissioner Way said the Ironton Ferry is done for the season. The Charlevoix County Transportation Committee (CCTC) attempted to collect the \$32,000.00 for malfunctioned, but the vendor insists "the clutches are overkill and will work." CCTC designated \$23,000.00 to install new clutches from Moran, which are guaranteed for one year.

Commissioner Way moved to pay bills totaling \$74,635.25, seconded by Commissioner Ogden.

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – 0 Motion carried.

Mr. Harmon invited Commissioners Roloff, Saunders, Way and Ogden to December 24, 2003 Christmas Eve luncheon.

Chairman Saunders adjourned the meeting at 12:10 PM.

NOVEMBER 24, 2003

Chairman Saunders called the meeting to order at 9:00 AM.

Chairman Saunders, Commissioners Way and Ogden, Charlevoix County Commissioner Shirley Roloff, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Eveline Township supervisor Dan Skrzeczkoski (arrived at 10:15 AM) and Petoskey News Review reporter Fred Gray.

Commissioner Way moved to approve November 10, 2003 regular meeting minutes with the following changes, seconded by Commissioner Ogden.

Page 1, line 50: change "for staking a job sight" to "slope/centerline staking"
Page 1, line 54 through Page 2, line 3:
delete entire paragraph

Page 2, line 27: change "11:30 PM" to "11:34 AM"
Page 2, line 29: change "PM" to "AM"

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

Commissioner Ogden moved to approve the following annual meeting minutes, seconded by Commissioner Way:

Charlevoix Township and Evangeline Township as presented, and the following changes to:

Boyne Valley Township:

Page 1, line 32: change "Cherryhill" to "Cherry Hill"
Page 1, line 38: change "Renke" to "Renkie"

Eveline Township:

Page 1, line 23: change "Evans Road to Star Road" to "Evans residence to Star residence"

Hayes Township:

Page 1, line 28: change "road wish list" to "road improvement wish list"
Page 1, line 40: change "Requested when brining wide roads that the trucks back-up and brine the full width of the road." to "Requested when brining intersections that the trucks back-up and brine the full width."

Hudson Township:

Page 1, line 33: change "Glazier informed" to "Glazier called to inform"

Marion Township:

Page 1, line 3: change "Randy Thompson" to "Melvyn Thayer"
Page 1, line 5: change "clerk Sonja Martin and treasurer Tim Matchett." to "treasurer Sonja Martin and clerk Tim Matchett."
Page 1, line 14: add "(\$750,000 actual cost) after \$1 million project"

Melrose Township:

Page 1, line 22: change "Etcher" to "Ecker"

Norwood Township:

Page 1, line 23: change "Richard" to "Richardson"

South Arm Township:

Page 1, line 3: change "Commissioners Way and Ogden" to "Commissioner Ogden" (Commissioner Way was unable to attend)
Page 1, line 5: change "Shelly Raymond" to "Anita Stephens"
Page 1, line 31: change "nation for roads." to "nation for road funding."
Page 1, line 43: change "October 27," to "November 24,"

Wilson Township:

Page 1, line 14: change "Ecker Road" to "Etcher Road"

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

Commissioner Way moved to transfer \$6,993.61 from the Construction Fund to the General Fund to pay final Black Road reconstruction invoice, seconded by Commissioner Ogden.

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – 0 Motion carried.

Evangeline Township Pine Hurst Shores Subdivision special assessment agreement will be presented and reviewed at December 08, 2003 Board Meeting.

**RESOLUTION TO ACCEPT ~ Brown Road New Alignment and Deeded
Right-of-Way BOYNE VALLEY TOWNSHIP (area C)**

Commissioner Way moved to adopt the following **RESOLUTION**, seconded by Commissioner Ogden.

WHEREAS, Bluegreen Vacations Unlimited, Inc., a Florida Corporation, has offered to provide a deed for right-of-way to the Road Commission for part of newly constructed and realigned Brown Road, as follows:

Commencing at the North ¼ corner of Section 21, T32N, R5W; thence S01°20'35"E, 1325.95 feet to the North 1/8 line of said Section 21 to the POINT OF BEGINNING; thence along said North 1/8 line, South 89°09'54" West, 33 feet; thence 217.58 feet along a non-tangent curve to the right, said curve having a radius of 155 feet, a central angle of 80°25'25" and a chord of 200.15 feet, bearing North 51°12'03" East; thence South 86°05'27" East, 474.43 feet; thence 52.89 feet along a tangent curve to the left, said curve having a radius of 384 feet, a central angle of 07°53'29" and a chord of 52.84 feet, bearing 89°57'45" East; thence South 03°51'24" West, 69.65 feet; thence North 86°05'27" West, 472.79 feet; thence 109.59 feet along a non-tangent curve to the left, said curve having a radius of 89 feet, a central angle of 70°32'16" and a chord of 102.80 feet, bearing South 55°20'38" West, to the North 1/8 line of said Section 21; thence South 89°09'54" West, 35.57 feet along said North 1/8 line to the Point of Beginning, 1.05 acres of land, more or less, the centerline of said parcel being 697 feet (0.13 miles) in length.

THEREFORE, BE IT RESOLVED, the Charlevoix County Road Commission Board hereby accepts the above described deed for right-of-way, and incorporates the right-of-way into the county road system effective November 24, 2003.

BE IT FURTHER RESOLVED, the Charlevoix County Road Commission Clerk shall provide **Resolution** copies to the Charlevoix County Register of Deeds, the proper highway authorities, the Boyne Valley Township Supervisor and the Boyne Valley Township Clerk.

I hereby certify the Charlevoix County Road Commission Board adopted this **RESOLUTION** November 24, 2003 with the following vote:

YEAS: Saunders, Way, Ogden
NAYS: None.

Shelley Kondrat, Clerk

**RESOLUTION TO ACCEPT ~ Brown Road New Alignment and Deeded
Right-of-Way BOYNE VALLEY TOWNSHIP (area D)**

Commissioner Ogden moved to adopt the following **RESOLUTION**, seconded by Commissioner Way.

WHEREAS, Boyne Mountain Resort, L.L.C., has offered to provide a deed for right-of-way to the Road Commission for part of newly constructed and realigned Brown Road, as follows:

Commencing at the North ¼ corner of Section 21, T32N, R5W; thence S01°20'35"E, 1325.95 feet to the North 1/8 line of said Section 21; thence along said North 1/8 line, South 89°09'54" West, 33 feet; thence 217.58 feet along a non-tangent curve to the right, said curve having a radius of 155 feet, a central angle of 80°25'25" and a chord of 200.15 feet, bearing North 51°12'03" East; thence South 86°05'27" East, 474.43 feet; thence 52.89 feet along a tangent curve to the left, said curve having a radius of 384 feet, a central angle of 07°53'29" and a chord of 52.84 feet, bearing North 89°57'45" East, to the POINT OF BEGINNING; thence 17.15 feet along a curve to the left, said curve having a radius of 384 feet, a central angle of 02°33'34" and a chord of 17.15 feet, bearing North 84°44'14" East; thence North 83°27'27" East, 237.29 feet; thence 222.51 feet along a curve to the left, said curve having a radius of 234 feet, a central angle of 54°29'00" and a chord of 214.22 feet, bearing North 56°12'57" East; thence North 28°06'30" East, 52.9 feet to the Westerly right-of-way line of Boyne Mountain Road; thence along the Westerly line of said Boyne Mountain Road, 66.01 feet along a non-tangent curve to the left, said curve having a Radius of 1,533 feet, a central angle of 02°28'01" and a chord of 66 feet, bearing South 62°12'50" East; thence South 28°06'30" West, 54.27 feet; thence 285.27 feet along a curve to the right, said curve having a radius of 300 feet, a central angle of 54°29'00" and a chord of 274.65 feet, bearing South 56°12'57" West; thence South 83°27'27" West, 237.29 feet; thence 29.18 feet along a tangent curve to the right, said curve having a radius of 450 feet, a central angle of 03°42'54" and a chord of 29.17 feet, bearing South 85°18'54" West; thence North 03°51'24" East, 66.53 feet to the Point of Beginning, containing 0.86 acres of land, more or less, the centerline of said parcel being 590.2 feet (0.11 miles) in length.

THEREFORE, BE IT RESOLVED, the Charlevoix County Road Commission Board hereby accepts the above described deed for right-of-way, and incorporates the right-of-way into the county road system effective November 24, 2003.

BE IT FURTHER RESOLVED, the Charlevoix County Road Commission Clerk shall provide **Resolution** copies to the Charlevoix County Register of Deeds, the proper highway authorities, the Boyne Valley Township Supervisor and the Boyne Valley Township Clerk.

I hereby certify the Charlevoix County Road Commission Board adopted this **RESOLUTION** November 24, 2003 with the following vote:

YEAS: Saunders, Way, Ogden
NAYS: None

Shelley Kondrat, Clerk

RESOLUTION TO ACCEPT DEED FOR EXISTING RIGHT-OF-WAY ~
Brown Road, BOYNE VALLEY TOWNSHIP (area E)

Commissioner Way moved to adopt the following **RESOLUTION**, seconded by Commissioner Ogden.

WHEREAS, Bluegreen Vacations Unlimited, Inc., a Florida Corporation, has offered to provide a deed for existing right-of-way to the Road Commission for part of Brown Road, as follows:

All of that portion of the Northwest ¼ and the Northeast ¼ of Section 21, T32N, R5W, lying south of the North 1/8 line of said Section 21 and lying easterly of the Westerly right-of-way line of Brown Road, said westerly right-of-way line being described as follows: Commencing at the North ¼ corner of Section 21, T32N, R5W; thence S01°20'35E, 1325.95 feet to the North 1/8 line of said Section 21; thence S89°10'02"W, 33.00 feet to the Point of Beginning of said westerly right-of-way line of Brown Road; thence along said westerly right-of-way line for the following three (3) courses: 1.) S01°15'56"E, 92.79 feet, 2.) S08°00'29"E, 175.51 feet, 3.) 175.38 feet along the arc of a curve to the left to the North line of Unit 22 of said "Mountainview Condominium" and the Point of Ending of said right-of-way line.

THEREFORE, BE IT RESOLVED, the Charlevoix County Road Commission Board hereby accepts the above described deed for existing right-of-way under Charlevoix County Road Commission jurisdiction effective November 24, 2003.

BE IT FURTHER RESOLVED, the Charlevoix County Road Commission Clerk shall provide **Resolution** copies to the Charlevoix County Register of Deeds, the proper highway authorities, the Boyne Valley Township Supervisor and the Boyne Valley Township Clerk.

I hereby certify the Charlevoix County Road Commission Board adopted this **RESOLUTION** November 24, 2003 with the following vote:

YEAS: Saunders, Way, Ogden
NAYS: None

Shelley Kondrat, Clerk

RESOLUTION TO ABANDON OLD BROWN ROAD RIGHT-OF-WAY,
BOYNE VALLEY TOWNSHIP (area A)

Commissioner Ogden moved to adopt the following **RESOLUTION**, seconded by Commissioner Way.

The Charlevoix County Road Commission has jurisdiction of Brown Road right-of-way, Boyne Valley Township, Charlevoix County, specifically described as follows:

Commencing at the North ¼ corner of Section 21, T32N, R5W; thence S01°20'35"E, 1325.95 feet along the North-South ¼ line of said Section 21 to the North 1/8 line of said Section 21 to the POINT OF BEGINNING; thence S89°09'54"W, 33 feet along said 1/8 line; thence 365.98 feet along the arc of a curve to the right, said curve having a radius of 233 feet, a delta angle of 89°59'53" and a chord of 329.50 feet bearing N44°09'58"E; thence N89°09'54"E, 423.20 feet; thence 71.10 feet along the arc of a curve to the right, said curve having a radius of 212.98 feet, a delta angle of 19°07'42" and a chord of 70.77 feet bearing S21°59'50"E; thence S89°09'54"W, 448.75 feet; thence 262.31 feet along the arc of a curve to the left, said curve having a radius of 166.99 feet, a delta angle of 89°59'58" and a chord of 236.16 feet bearing S44°09'55"W; thence S89°10'11"W, 33 feet to the Point of Beginning, containing 1.14 acres of land, more or less, the centerline of said parcel being 732.9 feet (0.14 miles) in length.

WHEREAS, Boyne Mountain Resort L.L.C has relocated this portion of Brown Road to a new alignment, making the herein described section redundant for public travel, the Road Commission Board has therefore determined it is in the best public interest to abandon the above described road right-of-way.

THEREFORE, BE IT RESOLVED, this Board absolutely abandons and discontinues the above described road right-of-way for roadway purposes effective November 24, 2003.

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

BE IT FURTHER RESOLVED, the Charlevoix County Road Commission Clerk shall provide **RESOLUTION** copies to the Charlevoix County Register of Deeds, the proper highway authorities, the Boyne Valley Township Supervisor and the Boyne Valley Township Clerk.

I hereby certify the Charlevoix County Road Commission Board adopted this **RESOLUTION** November 24, 2003 with the following vote:

YEAS: Saunders, Way, Ogden
NAYS: None

Shelley Kondrat, Clerk

RESOLUTION TO ABANDON OLD BROWN ROAD RIGHT-OF-WAY,

BOYNE VALLEY TOWNSHIP (area B)

Commissioner Way moved to adopt the following **RESOLUTION**, seconded by Commissioner Ogden.

The Charlevoix County Road Commission has jurisdiction of Brown Road right-of-way, Boyne Valley Township, Charlevoix County, specifically described as follows:

Commencing at the North ¼ corner of Section 21, T32N, R5W; thence S01°20'35"E, 1325.95 feet along the North-South ¼ line of said Section 21 to the North 1/8 line of said Section 21; thence N89°09'54"E, 643.62 feet along said 1/8 line; thence N03°51'24"E, 107.11 feet; thence 60.55 feet along the arc of a curve to the left, said curve having a radius 212.98 feet, a delta angle of 16°17'23" and a chord of 60.35 feet bearing N04°17'18"W to the POINT OF BEGINNING; thence continuing 71.10 feet along the arc of a curve to the left, said curve having a radius of 212.98 feet, a delta angle of 19°07'42" and a chord of 70.77 feet bearing N21°59'50"W; thence N89°09'54"E, 566.21 feet; thence 162.67 feet along the arc of a curve to the left, said curve having a radius of 220.39 feet, a delta angle of 42°17'26" and a chord of 159 feet bearing N67°41'57" E; thence 66.02 feet along an arc of a curve to the left, said curve having a radius of 832.94 feet, a delta angle of 4°32'28" and a chord of 66 feet bearing S43°41'25"E; thence 211.67 feet along the arc of a curve to the right, said curve having a radius of 286.39 feet, a delta angle of 42°20'48" and a chord of 206.88 feet bearing S67°40'16"W; thence S89°09'54"W, 541.03 feet to the Point

of Beginning, containing 1.12 acres of land, more or less, the centerline of said parcel being 753.3 feet (0.14 miles) in length.

WHEREAS, Bluegreen Vacations Unlimited, Inc. a Florida Corporation has relocated this portion of Brown Road to a new alignment, making the herein described section redundant for public travel, the Road Commission Board has therefore determined it is in the best public interest to abandon the above described road right-of-way.

THEREFORE, BE IT RESOLVED, this Board absolutely abandons and discontinues the above described road right-of-way for roadway purposes effective November 24, 2003.

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

BE IT FURTHER RESOLVED, the Charlevoix County Road Commission Clerk shall provide **RESOLUTION** copies to the Charlevoix County Register of Deeds, the proper highway authorities, the Boyne Valley Township Supervisor and the Boyne Valley Township Clerk.

I hereby certify the Charlevoix County Road Commission Board adopted this **RESOLUTION** November 24, 2003 with the following vote:

YEAS: Saunders, Way, Ogden

NAYS: None

Shelley Kondrat, Clerk

Mr. Harmon:

- Will obtain Boyne Mountain Resort L.L.C. signatures and file Resolutions with the Register of Deeds tomorrow.
- Reported Salt Storage Sheds are incomplete and liquidated damages are in effect. Mrs. Kondrat explained Salt Storage Shed MDOT payment requests; first MDOT reimbursement should arrive this week.
- ~~State~~ Said MDOT early salt is delivered and is temporarily stored in old salt sheds.

Commissioner Ogden:

- Reminded staff to begin 2003 pamphlet for County Board audit presentation.
- Feels \$100 liquidated damage fee for Salt Storage Sheds is not sufficient; liquidated damages ~~shall be more reasonable~~ should be higher on future contracts.
- Asked about MERS Benefit E Resolution. Mrs. Kondrat reported MERS representative would return to the office on November 25, 2003 to answer CCRC increased cost requests.
- Reminded Mr. Harmon and Mr. Vanek to prepare complete cost benefit analysis on re-seal, triple seal and asphalt overlay (time conflicts, cost difference, durability, etc.).
- Asked if CCRC and Melrose Township met to discuss road improvements. Mr. Harmon, along with Mr. Vanek, H&D, Inc. representative Glen Hodgkiss, Melrose Township supervisor Mike Webster, road taskforce member Gerry Londal and resident Joe Breidenstein met last Friday. Various possible road improvements for River Road, Springvale Road, Shadow Trails Road and Clarion Road were discussed, along with Shadow Trails and Springvale Road gravel section short-term repairs.

Commissioner Way:

- Talked with Ken Ginop from Ginop Sales, Inc. (where CCRC purchased new tractors). Mr. Ginop was impressed and amazed at CCRC shop foreman Mick Luchenbills tractor and mower knowledge, adding "he knew everything about everything."
- Said CEMEX would like to donate gravel to CCRC in 2004; ~~a discussion meeting CEMEX will be arranged a~~ CEMEX will arrange a meeting soon.

Chairman Saunders is disturbed about Barnard Road deteriorating conditions, especially outside the fog lines. Mr. Harmon and Mr. Vanek will review and discuss DuraPatch crack fill followed by hot rubber pour in spring 2004. Commissioner Ogden asked if the shoulders are in shape and kept up to the edge, though shoulders are more of a legal issue and "compaction doesn't do an awful lot of good at supporting pavement breakage." Mr. Harmon said shoulders are fine, but will always have problems at ~~transverse~~ longitudinal crack against old pavement.

Mr. Skrzeczkoski:

- Said Ferry Road reconstruction from Sequanota Road west continues to be #1 Eveline Township road project, but will be done in two phases as township funds become available.
- Requested Mrs. Kondrat breakdown 1997 township expenditures on worksheet she prepared.
- Requested Ironton Ferry updates; Commissioner Way said clutches would be replaced for 2004 season.
- Feels future CCRC township share policies should include “a fair township formula allocating CCRC maximum annual expenditures.” Mrs. Kondrat requested township input on allocation formula.

Commissioner Ogden moved to pay bills totaling \$301,143.46, seconded by Commissioner Way.

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – 0 Motion carried.

Commissioner Way moved to enter closed session at 10:55 AM to discuss union negotiations, seconded by Commissioner Ogden.

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

Returned to regular session at 11:43 AM.

Commissioner Way moved to adjourn at 11:44 AM, seconded by Commissioner Ogden.

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

NOVEMBER 10, 2003

Chairman Saunders called the meeting to order at 9:00 AM.

Chairman Saunders, Commissioners Way and Ogden, Charlevoix County Commissioner Shirley Roloff, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Petoskey News Review reporter Fred Gray. Attending tractor-mower bid award: shop foreman Mick Luchenbill and Heights Machinery representative Keith Lederer.

Commissioner Way moved to approve October 27, 2003 regular meeting minutes with the following changes, seconded by Commissioner Ogden.

- Page 1, line 12: add “(not in attendance)”
- Page 2, line 18: change “chords” to “chord”
- Page 4, line 20: change “Office” to “Officer”
- Page 6, line 28: change “prohibits such requests.” to “prohibits construction where a driveway encroaches but does not terminate at our roadway edge.”
- Page 7, line 11: change “State D funds for this budget,” to “State D funds to balance their budget,”
- Page 7, line 12: change “Fortunately CCRC has no loan debt.” to “CCRC is fortunate not to have loan debt.”

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

Mr. Luchenbill said three bids met CCRC Two-2003 Work-Ready Tractors with Side Mount Boom Mowers specifications; 1) Ginop Sales, Inc., 2) Heights Machinery option #1, and 3) Flint New Holland mode # TM130. After in-depth cost and performance comparisons, he recommended awarding bid to Ginop Sales, Inc.

Commissioner Ogden moved to accept staff recommendation and award \$170,824.00 Ginop Sales, Inc. bid for Two – 2003 Work-Ready Tractors with Side Mount Boom Mowers (New Holland TM130 w/Diamond DB-60C), seconded by Commissioner Way.

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – 0 Motion carried.

Mr. Harmon:

- Obtained Board signatures on Grand Traverse Band of Ottawa and Chippewa Indian 2003-04 winter road maintenance contract (Eveline Township).
- MDOT stated Donegal Bay Trail project engineer Gary Vogt’s paperwork is incorrect. He added CCRC received St. James Township \$56,255.86 Donegal Bay Trail share, which CCRC will pay H&D, Inc. The balance due to H&D, Inc. is approximately \$124,600.00. CCRC will get signed township contracts on ALL future projects.

- Completed Boyne City truck driver interviews last week. OMNIA profile and drivers license background checks will be reviewed before final decision.

Mrs. Kondrat:

- Said CCRC auditor Fred Gardner conducted inventory count November 4th for 2003. Stock clerk Ken Howard is doing an excellent job, however, drivers continue to incorrectly report road material usage.
- Informed all present September 2003 MTF \$290,118.92 check was received and deposited.

Commissioner Ogden:

- Congratulated Mr. Gray on a very well written article comparing present gas tax to proposed 1% sales tax to support state road commissions.
- Reminded Mr. Vanek to add who is responsible for ~~staking a job sight~~ slope/centerline staking in all future plans (i.e. CCRC, contractor, engineering company).
- Will conduct November 18 or 19, 2003 on-site Shadow Trails review with Mr. Harmon and Mr. Vanek.

~~Commissioner Way:~~

- ~~Realizes the gas tax is a user fee, but noted road commission funding is flatlined. He said Michigan road funds would increase by \$500 million if a 1% statewide road tax were implemented. Chairman Saunders would support increase if money were fairly disbursed through the Act51 formula.~~

Mr. Gray stated Emmet CRC 12-year-old Lake Street \$150,000 project funding was never deducted from their State D funding allotment and will take 3 years to repay.

Chairman Saunders noted administrative negotiation cost increase recommendation is difficult to determine (i.e. fringe benefits increases and MTF uncertain).

Commissioner Ogden moved to pay bills totaling \$83,987.15, seconded by Commissioner Way.

- VOTE: Ayes – Saunders, Way, Ogden Nays – 0 Motion carried.

Commissioner Way moved to pay H&D, Inc. \$56,255.86 Donegal Bay Trail St. James Township share, seconded by Commissioner Ogden.

- VOTE: Ayes – Saunders, Way, Ogden Nays – 0 Motion carried.

Recess at 10:20 AM. Resumed at 10:30 AM.

Commissioner Ogden moved to enter closed session at 10:30 AM to discuss union negotiations, seconded by Commissioner Way.

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

Returned to regular session at ~~11:30 PM~~ 11:34 AM.

Chairman Saunders adjourned the meeting at 11:35 ~~PM~~ AM.

OCTOBER 27, 2003

Chairman Saunders called the meeting to order at 9:00 AM.

Chairman Saunders, Commissioners Way and Ogden, Charlevoix County Commissioner Shirley Roloff, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Northwest Design Group (NDG) engineers Paul Repasky & Jason Fate, Eveline Township supervisor Dan Skrzeczkoski and Petoskey News-Review reporter Fred Gray. Additional people attending bid openings: Drenth Brothers representative Jerroll Drenth, Flint New Holland representative Jim Bishop and Heights Machinery representative Keith Lederer.

Commissioner Ogden moved to approve October 14, 2003 regular meeting minutes with the following changes, seconded by Commissioner Way.

Page 1, Line 03: remove “Charlevoix County Commissioner Shirley Roloff,” (not in attendance)

Page 2, Line 17: change "securing" to "retaining"
 Page 2, Line 55: change "section" to "sections"
 Page 2, Line 56: change "Rod" to "Road"
 Page 4, Line 01: change "shall accept and certify" to "hereby accepts and certifies"
 Page 6, Line 13: change "bids" to "quotes"
 Page 6, Line 23: change "through Circuit Court)." to "abandonment process through the Circuit Court)."
 Page 6, Line 38: delete entire line.
 Page 6, Line 42: delete "; Senator Jason Allen will attend." (He will attend the November 2003 meeting).
 Page 6, Line 45: change "townships are" to "township gravel projects are"
 Page 6, Line 45: delete "(not on list-processed own Afton stone)."
 Page 6, Line 45: add a comma (,) after Boyne Valley
 Page 6, Line 46: change "townships should" to "township gravel projects should"

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

Mr. Repasky presented and explained **Thumb Lake Road over North Branch Boyne River** reconstruction budget report, adding completion should be Friday, October 31, 2003. He said Work Order #1 is associated with correcting the headwalls with mortar to fit the culvert corrugations (NDG will absorb related engineering costs). Mr. Repasky explained the Geotech technique being used below the sand sub-base and Geogrid placement below the asphalt.

Commissioner Way moved to recognize additional **Thumb Lake Road over North Branch Boyne River** Reconstruction Work Order #1, seconded by Commissioner Ogden.

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

**RESOLUTION TO ACCEPT AND CERTIFY ~ Karnes Drive and Wojan Road,
ST. JAMES TOWNSHIP, BEAVER ISLAND**

Commissioner Way moved to adopt the following **RESOLUTION**, seconded by Commissioner Ogden.

WHEREAS, Evan Karnes and Ed Wojan (the "developers") have offered to provide deeded right-of-way to the Road Commission for two newly constructed roads herein after described:

KARNES DRIVE, a 66' wide road right-of-way of which the center line is described as follows:
 In the Township of St. James, Charlevoix County, Michigan, Commencing at a 1 ¼" pipe at the North quarter corner of Section 27, Township 39 North, Range 10 West; thence along the North and South quarter line of said section, as monumented, South 01°10'36" West 40.10 feet to the South line of Donegal Bay Road; thence along said road line, south 89°40'25" West 391.30 feet, BEING THE POINT OF BEGINNING OF THIS DESCRIPTION; thence South 01°04'07" West 417.67 feet; thence Southeasterly along a curve to the left 349.38 feet (radius of said curve is 420.96 feet and the chord bears South 22°36'00" East 339.44 feet); thence South 46°22'35" East 474.27 feet; thence Southeasterly along a curve to the right 216.08 feet (radius of said curve is 228.04 feet and the chord bears South 19°13'54" East 208.08 feet); thence South 07°54'47" West 120.00 feet to the North line of Brothers Road (deeded as Connor Avenue to the public in Liber 95, Page 431, Charlevoix County Records), being the point of ending of this description, being a part of the Northeast Quarter of the Northwest Quarter and part of Government Lot 2, all in Section 27, Township 39 North, Range 10 West and being 0.2988 miles in length. Being Karnes Drive as depicted in Charlevoix Condominium Subdivision Plan Number 140, Charlevoix County Records.

WOJAN ROAD, a 66' wide road right-of-way of which the center line is described as follows:
 In the Township of St. James, Charlevoix County, Michigan, Commencing at a 1 ¼" pipe at the North quarter corner of Section 27, Township 39 North, Range 10 West; thence along the North and South quarter line of said section, as monumented, South 01°10'36" West 40.10 feet to the South line of Donegal Bay Road; thence along said road line, South 89°40'25" West 391.30 feet; thence South 01°04'07" West 303.00 feet, BEING THE POINT OF BEGINNING OF THIS DESCRIPTION; thence South 89°40'25" West 448.48 feet; thence Southwesterly along a curve to the left 223.15 feet (radius of said curve is 143.00 feet and the chord bears South 44°58'11" West 201.18 feet); thence South 00°15'57" West 260.31 feet; thence Southeasterly along a curve to the right 390.19 feet (radius of said curve is 250.23 feet and the chord bears South 44°24'22" East 351.84 feet); thence South 89°04'40" East 253.62 feet; thence Northeasterly along a curve to the left 159.20 feet (radius of said curve is 192.85 feet and the chord bears North 67°16'22" East 154.72 feet); thence North 43°37'25" East

178.71 feet to the point of ending of this description, being a part of the Northeast Quarter of the Northwest Quarter of Section 27, Township 39 North, Range 10 West and being 0.3624 miles in length. Being Wojan Road as depicted in Charlevoix County Condominium Subdivision Plan Number 140, Charlevoix County Records.

AND WHEREAS, the developers have requested the Road Commission accept the above described roads into the county road system, and Road Commission staff has inspected the above roads, and determined they meet all new road construction requirements for certification acceptance,

THEREFORE, BE IT RESOLVED, the Charlevoix County Road Commission Board hereby accepts and certifies the above named roads as Public roadways under Charlevoix County Road Commission jurisdiction effective October 27, 2003.

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

Resolution adopted by the following vote:

YEAS: Saunders, Way, Ogden
NAYS: None

I certify this to be a true **RESOLUTION** copy made and adopted at the Charlevoix County Board of Road Commissioners October 27, 2003 regular meeting.

Shelley Kondrat, Clerk

**RESOLUTION TO ACCEPT DEEDED RIGHT-OF-WAY ~ Donegal Bay Road,
ST. JAMES TOWNSHIP, BEAVER ISLAND**

Commissioner Ogden moved to adopt the following **RESOLUTION**, seconded by Commissioner Way.

WHEREAS, Evan Karnes has offered to provide a deed for right-of-way to the Road Commission for part of Donegal Bay Road, as follows:

DONEGAL BAY ROAD

In the township of St. James, Charlevoix County, Michigan BEGINNING at a 1 ¼" pipe at the North quarter corner of Section 27, Township 39 North, Range 10 West; thence along the North and South quarter line of said section, as monumented, South 01°10'36" West 40.10 feet to the South line of Donegal Bay Road; thence along said road line, South 89°40'25" West 1318.56 feet to the West eighth line of said section; thence along said eighth line, North 00°15'57" East 84.33 feet to the North line of said section; thence along said section line, South 88°24'18" East 1319.48 feet to the point of beginning of this description, being a part of the Northeast Quarter of the Northwest Quarter of Section 27, Township 39 North, Range 10 West, being 0.25 miles in length.

THEREFORE, BE IT RESOLVED, the Charlevoix County Road Commission Board hereby accepts the above described deed for right-of-way under Charlevoix County Road Commission jurisdiction effective October 27, 2003.

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

Resolution adopted by the following vote:

YEAS: Saunders, Way, Ogden
NAYS: None

I certify this to be a true **RESOLUTION** copy made and adopted at the Charlevoix County Board of Road Commissioners October 27, 2003 regular meeting.

Shelley Kondrat, Clerk

Owner of Contractor's Drive property adjoining CCRC Sutliff Pit contacted Mr. Harmon requesting grading easement to reslope steep bank to eliminate erosion from our property onto his property.

Commissioner Way moved to transfer \$163,866.60 from **the Salt Storage Fund** to the General Fund to pay Vassar Building Center, Inc. October 24, 2003 invoices, seconded by Commissioner Ogden.

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – 0 Motion carried.

Mr. Harmon received MDOT correspondence stating CCRC must pay **Donegal Bay Non-Motorized Trail** contractor in full prior to applying for State reimbursement; CCRC was never informed of this and Mr. Harmon personally held a telephone conversation with an MDOT representative, who stated CCRC didn't have to pay up front. The Board directed Mr. Harmon to obtain township contracts and/or written agreements signed by all interested parties **before** future projects begin.

10:00 AM: **Annual Snowmobile Meeting**, attended by Michigan State Police Officer Aaron Sweeney, Boyne City Police Chief Randy Howard, Charlevoix Snowmobile Club and Jordan Valley Trails representative Scott Way, Jordan Valley Trails treasurer & Antrim Snowmobile Club member William Caskey, East Jordan Snowmobile Club representative Gerry Argetsinger and Boyne USA representative David Beyer.

Mr. Harmon presented Charlevoix County Sheriff Department Winter 2002-03 snowmobile complaints and violations for Sheriff Lasater, who could not attend. The Road Commission notified the Sheriff Department when Chandler Township and Hudson Township trespassing complaints were received. Mr. Harmon said high berms left by snow grooming machines across county maintained roads are very hazardous & costly, and pushing snow across roadways is illegal. Mr. Caskey said, to date, the 2003-04 DNR permit hasn't been secured to groom the trail from Boyne Falls north to the Emmet County line, but he will send insurance copy naming Charlevoix County Road Commission as additional insured for Charlevoix & East Jordan Snowmobile Clubs and Jordan Valley Snowmobile Council. He would like Mr. Harmon to assist in designating a legal snowmobile trail from Boyne Falls to Emmet County; Mr. Harmon advised him to obtain private property owner permission on proposed route before contacting CCRC and the DNR.

Mr. Caskey said 5,000 snowmobiles per day traveled the system last Martin Luther King Holiday Weekend. Mr. Argetsinger said trails are not patrolled regularly. Commissioner Roloff explained the Charlevoix County Sheriff Department has only one snowmobile to patrol the entire Charlevoix County snowmobile trail system. Presently snowmobilers patrol and report incidents to local authorities. Scott Way said Boyne Area Snowmobile Club is attempting to form and assist in east side snowmobile trail patrolling.

Officer Sweeney said funding isn't available for snowmobile trail patrol, adding the complete Upper Peninsula system has only two full-time officers to patrol. Antrim, Charlevoix & Emmet Counties and the DNR patrolled the system 2-years ago on a busy weekend and received positive feedback from snowmobilers.

Chief Howard said snowmobilers on trails and traveling the roadways are the two issues at hand. He feels enforcement must be applied when violations occur, but understands one person cannot effectively patrol the entire Charlevoix County snowmobile trail system. Chief Howard also recognized safety liability if vehicles hit berm left across roadway by snow grooming machine, which should be cited if problem continues. Officer Sweeney suggested groom operators carry a shovel to clean the roadways. Mr. Caskey said operators are instructed not to push snow across roads and have a front blade if necessary to clear roadway. He feels accelerating snowmobiles throw snow across the road.

Mr. Beyer presented Boyne Mountain 2002-03 snowmobile violations, explaining 42 of 88 problems were on the new Boyne Mountain Road right-of-way. He requested snowmobiles be prohibited on Boyne Mountain Road right-of-way upon certification. Chairman Saunders suggested allowing travel on all county road rights-of-way or none at all; though he feels banning snowmobiles would increase problems and effect the area economy. Antrim County Road Commissioner Jerroll Drenth said their Board has only allowed snowmobiles on Antrim County road rights-of-way the last 2 seasons, and were encouraged to by the Michigan State Police and the Antrim County Sheriff Department to do so. Since then, their problems have decreased.

Commissioner Ogden moved to allow snowmobiles on Charlevoix County road rights-of-way for a 12-month period, meeting Michigan State statutes and penalties as listed below, seconded by Commissioner Way.

Sec. 82119. A person shall not operate a snowmobile upon a public highway, land used as an airport or street, or on a public or private parking lot not specifically designated for the use of snowmobiles except under the following conditions and circumstances:

(a) A snowmobile may be operated on the right-of-way of a public highway, except a limited access highway, if it is operated at the extreme right of the open portion of the right-of-way and with the flow of traffic on the highway. However, a snowmobile may be operated on the right-of-way of a public highway against the flow of traffic if the right-of-way is a snowmobile trail designated by the department in the plan developed pursuant to section 82106(2) and is approved by the state transportation department and the department. Snowmobiles operated on the right-of-way of a public highway, as provided in this subdivision, shall travel single file and shall not be operated abreast except when overtaking and passing another snowmobile. In the absence of a posted snowmobile speed limit, a snowmobile operated on the right-of-way of a public highway, as provided in this subdivision, shall be limited to the speed limit posted on the public highway.

(b) A snowmobile may be operated on the roadway or shoulder when necessary to cross a bridge or culvert if the snowmobile is brought to a complete stop before entering onto the roadway or shoulder and the driver yields the right-of-way to an approaching vehicle on the highway.

(c) In a court action in this state where competent evidence demonstrates that a vehicle that is permitted to be operated on a highway pursuant to the Michigan vehicle code, Act No. 300 of the Public Acts of 1949, being sections 257.1 to 257.923 of the Michigan Compiled Laws, is in a collision with a snowmobile on a roadway, the driver of the snowmobile involved in the collision shall be considered prima facie negligent.

(d) A snowmobile may be operated across a public highway other than a limited access highway, at right angles to the highway, for the purpose of getting from 1 area to another when the operation can be done in safety and another vehicle is not crossing the highway at the same time in the same general area. An operator shall bring his or her snowmobile to a complete stop before proceeding across the public highway and shall yield the right-of-way to all oncoming traffic.

(e) Snowmobiles may be operated on a highway in a county road system that is not normally snowplowed for vehicular traffic and on the plowed right-of-way or shoulder when no right-of-way exists on a snowplowed highway in the county road system, outside the corporate limits of a city or by the county road commission having jurisdiction. Upon the request of a county road commission that has designated all county roads outside the corporate limits of a city or village for snowmobile use, the state transportation department shall erect at county road commission expense and shall maintain, in accordance with the Michigan manual of uniform traffic control devices standards, the basic snowmobile sign unit together with a supplemental panel stating "permitted on right-of-way or shoulder of all Charlevoix County roads - Act 74 of P.A. 1968" at the county line on all state trunk line highways and county roads.

(f) A duly constituted law enforcement officer of a local unit of government or the state may authorize use of a snowmobile on a public highway or street within his or her jurisdiction when an emergency occurs and conventional motor vehicles cannot be used for transportation due to snow or other extreme highway conditions.

(g) A snowmobile may be operated on a highway or street for a special event of limited duration conducted according to a prearranged schedule only under permit from the governmental unit having jurisdiction. The event may be conducted on the frozen surface of public waters only under permit from the department.

(h) A city or village by ordinance may designate 1 or more specific public highways or streets within its jurisdiction as egress and ingress routes for the use of snowmobiles. A city or village acting under the authority of this subdivision shall erect and maintain, in accordance with the Michigan manual of uniform traffic control devices standards, a sign unit giving proper notice of the designation.

Additionally, snowmobiles being operated shall obey all traffic laws, including the basic speed law as set forth in the Michigan Vehicle Code Section 257.627, and shall ride in single file as far to the right side of the roadway as possible.

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

10:30 AM: BID OPENING:

4,000 TON IRLINTON GARAGE ICE CONTROL SAND

<u>CONTRACTOR</u>	<u>PRICE PER TON</u>	<u>TOTAL BID</u>
Drenth Brothers, Inc:	\$3.35 ton	\$13,400.00
H&D, Inc.:	\$3.79 ton	\$15,160.00

Mr. Harmon explained contractors agreed to haul in smaller amounts as requested due to limited storage area.

Commissioner Ogden moved to award 4,000 ton **Irlinton Garage Ice Control Sand** to low bidder Drenth Brothers, Inc. at \$3.35 per ton (\$13,400.00 total).

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

TWO-2003 WORK-READY TRACTORS WITH SIDE MOUNT BOOM MOWERS

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL BID AMOUNT</u>
Work and Play Shop	No Bid	
Heights Machinery:		
◆ Option #1	McCormick MTX125 with Alamo 24' machete mower	\$165,751.00 (two units-line number 8)
◆ Option #2	MTX140 with same mower	\$169,569.00 (two units-line number 8)
◆ Option #3	MTX135 with same mower	\$174,515.00 (two units-line number 8)
◆		
Weingartz:	No Bid	
GINOP Sales, Inc.:	New Holland TM130 with Diamond DB60C	\$170,824.00 (two units-line number 8)
West Michigan Power:	Massey-Ferguson 6255 with Little Industries	\$173,380.00 (two units-line number 8)
Flint New-Holland:		
◆	John Deere 7320 with Tiger Saber SBR50C	\$193,516.00 (two units-line number 8)
◆	New Holland TV145 with Tiger Saber SBR50C	\$178,126.00 (two units-line number 8)
◆	New Holland TM130 with Tiger Saber SBR50C mower	\$171,386.00 (two units-line number 8)

Mr. Luchenbill will review bids and present recommendation.

Recessed at 10:50 AM. Resumed at 11:00 AM.

Mr. Harmon said a Stillwater Subdivision property owner wishes to use a portion of **Ridge Road** right-of-way to build his proposed driveway. All present agree CCRC policy prohibits ~~such requests~~ construction where a driveway encroaches but does not terminate at our roadway edge.

Mr. Skrzeczkoski:

- Asked why **Ridge Road** lines weren't painted and why 100'-200' **Lake Shore Drive** north side fog line section wasn't painted (just west of Porter Creek crossing). Mr. Vanek explained Ridge Road loose chips must settle before lines are painted next spring; he will investigate Lake Shore Drive painting error.
- Requested \$326,250.00 **Ferry Road** reconstruction engineers estimate (Sequanota Road to the township line). Mr. Vanek explained the 34' undercut is very expensive, but is necessary to widen the roadway to Eveline Townships requested 30' width. He quoted 13A pavement for 1½" base, which is less expensive than 23A pavement for the 1½" top course. All present discussed currently postponed **CCRC Asphalt Share Policy** being reevaluated in early 2004.
- Informed all present adjacent property owner might propose to abandon **River Street** (a platted, paper street in Irlinton) through Circuit Court. He will review on-site with Eveline Township Board before their next meeting.
- Requested to be invited to future Irlinton Ferry Committee Meetings (Fred Gray did also) and asked if Irlinton Ferry would run smooth in the 2004 season. Commissioner Way said the old style clutch would be reinstalled to rectify future problems. Mrs. Kondrat will have both addresses added to the Irlinton Ferry Committee Meetings mailing list by Charlevoix County Clerk Jane Brannon.

- Reminded all present the Michigan Township Associations (MTA) meet tonight at 7:30 PM at the Boyne City hall.

Mr. Vanek said Fred Welch, P.E. gave **Bingham Road Timber Box culvert** plans (Hudson Township) to him to present to the Board. Mr. Vanek didn't request them, and Mr. Harmon said the project is obsolete.

Commissioner Ogden stated Melrose Township commitments would be honored. Mr. Vanek will prepare preliminary **Springbrook Road** overlay estimate, followed by detailed engineers estimate.

Commissioner Way said CEMEX might once again donate gravel to CCRC; he will follow progress.

Mr. Harmon said South Arm Township is contemplating **Miles Road** improvements. Mr. Vanek will prepare proposals for each requested option (total reconstruction, thicken asphalt and not do undercuts or shorten the job ½ mile).

All present discussed statewide Road Commission financial problems. Mr. Gray said Emmet CRC eliminated their permit agent position, cut back on snow removal service, is selling their federal fund allocation for .75¢ on the dollar, and has a \$500,000 deficit, and will attempt a countywide road millage. MDOT is contemplating using State D funds for this to balance their budget, which would eliminate local share portion to match federal funds. ~~Fortunately CCRC has no loan debt~~ CCRC is fortunate not to have loan debt.

Commissioner Way moved to pay bills totaling \$98,639.75 and \$4,045.66 to Kalkaska Overhead Door (new garage door on back shop area), seconded by Commissioner Ogden.

- VOTE: Ayes – Saunders, Way, Ogden Nays – 0 Motion carried.

Chairman Saunders adjourned the meeting at 12:20 PM.

OCTOBER 14, 2003

Chairman Saunders called the meeting to order at 9:00 AM.

Chairman Saunders, Commissioner Ogden, ~~Charlevoix County Commissioner Shirley Roloff~~, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Petoskey News Review reporter Fred Gray, St. James Township resident & realtor Ed Wojan and Wade-Trim engineer Dave Drews. Additional people attending Magee Road and Booth Lake Road abandonments and Magee Road acceptance and certification: Mr. Kay Melvin, Mr. Ralph Janka & Mr. Bob Davis. Commissioner Way arrived at 10:08 AM after attending the Charlevoix County Transportation Authority meeting.

Commissioner Ogden moved to approve September 22, 2003 regular meeting minutes with the following changes, seconded by Chairman Saunders.

Page 1, Line 46: change "Village" to "Villa"

- VOTE: Ayes – 2 Nays – 0 Absent – 1 Motion carried.

Commissioner Ogden moved to approve September 22, 2003 St. James Township Annual meeting minutes as presented, seconded by Chairman Saunders.

- VOTE: Ayes – 2 Nays – 0 Absent – 1 Motion carried.

Commissioner Ogden moved to approve September 22, 2003 Peaine Township Annual meeting minutes with the following changes, seconded by Chairman Saunders.

Page 1, Line 29: change "culvert" to "culverts"

- VOTE: Ayes – 2 Nays – 0 Absent – 1 Motion carried.

Commissioner Ogden moved to set Annual Snowmobile Meeting at 10:00 AM October 27, 2003, seconded by Chairman Saunders.

- VOTE: Ayes – 2 Nays – 0 Absent – 1 Motion carried.

Commissioner Ogden moved to authorize clerk to pay H&D, Inc. for Lakeshore Drive Phase I and Phase II billings (\$215,082.64) when Eveline Township payment is received, seconded by Chairman Saunders.

➤ VOTE: Ayes – 2 Nays – 0 Absent – 1 Motion carried.

Commissioner Ogden moved to open Two 2003 Work-Ready Tractor bids with side mount boom mowers at 10:30 AM October 27, 2003, seconded by Chairman Saunders.

➤ VOTE: Ayes – 2 Nays – 0 Absent – 1 Motion carried.

Peaine Township Board provided written recommendation to deny **Mrs. Reddings Trail** Natural Beauty Road designation request until required safety improvements are complete. Mr. Harmon will send certified letters to Peaine Township Board and original petitioner, adding designation request can be resubmitted.

Commissioner Ogden moved to deny **Mrs. Reddings Trail** Natural Beauty Road request until required safety improvements are complete, seconded by Commissioner Way.

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

CCRC received Northern Michigan Shores Property Owners Association Board correspondence requesting Enhancement Grant sponsorship for tree and shrub replacement at Michigan Shores Subdivision **Nine Mile Point Drive** entrance off **US-31** (grant requires a local governmental sponsor).

Supervisor Don Vyse informed Mr. Harmon St. James Township is considering deeding **Brothers Road** 66' right-of-way to CCRC during **Main Street** right-of-way conversion.

9:45 AM-Wade-Trim engineer Dave Drews gave Mr. Vanek corrected Legal Description E and plans that now match all legal descriptions. He presented Mr. Harmon with corrected warranty deeds for his review. Mr. Harmon informed Mr. Drews 25-mph speed limit signs couldn't be placed on **Brown Road**.

Mr. Harmon said new **Boyne Mountain Road M-75** entrance and **Cliffdeweller Drive** intersection required changes are complete. Mr. Vanek asked Mr. Drews if CCRC could expect the new **Boyne Mountain Road** acceptance submittal before year-end. Mr. Drews will have Wade-Trim engineer Chuck Christie contact him regarding this.

10:00 AM-**Magee and Booth Lake Roads** abandonment public hearing attended by Hudson Township residents Mr. Kay Melvin, Ralph Janka and Bob Davis.

Mr. Harmon explained purpose of public hearing is to abandon existing **Magee and Booth Lake Roads** rights-of-way sections and accept and certify relocated **Magee Road** right-of-way. Abandonment includes CCRC ~~securing~~ retaining a utility easement pursuant to Michigan Compiled Law 224.18. Mr. Davis asked if there would be building restrictions in this area; Mr. Harmon suggested he contact the utility companies.

RESOLUTION TO ABANDON PORTIONS OF MAGEE AND BOOTH LAKE ROADS

Commissioner Ogden moved to adopt the following **RESOLUTION**, seconded by Commissioner Way.

The Charlevoix County Road Commission has jurisdiction of Magee Road north of Thumb Lake Road (C48) and Booth Lake Road east of Magee Road, Hudson Township, Charlevoix County, specifically described as follows:

DESCRIPTION OF AN EXISTING 66 FEET WIDE ROAD RIGHT-OF-WAY FOR MAGEE ROAD, TO BE ABANDONED, being a part of Section 1, T.32N.-R.4W., Hudson Township, Charlevoix County, Michigan, the centerline of said easement is described as beginning at the S ¼ cor. of said Sec. 1; thence N.00°35'01"E. 595.63 ft.; thence along an arc right, said arc having a length of 162.53 ft., a radius of 702.83 ft., a central angle of 13°14'59", and a chord that bears N.07°12'31"E. 162.17 ft.; thence N. 13°50'00"E. 751.22 ft.; thence along an arc left, said arc having a length of 199.71 ft., a radius of 1508.93 ft., a central angle of 07°34'59", and a chord that bears N.10°02'31"E. 199.56 ft.; thence N.06°15'01"E. 498.13 ft.; thence along an arc left, said arc having a length of 692.66 ft., a radius of 1303.24 ft., a central angle of 30°27'08", and a chord that bears N.08°58'33"W. 684.54 ft.; thence N.24°12'07"W. 105.53 ft.; thence along an arc left, said arc having a length of 192.35 ft., a radius of 669.88 ft., a central angle of 16°27'06", and a chord that bears N.32°25'40"W. 191.69 ft.;

thence along an arc left, said arc having a length of 262.99 ft., a radius of 1308.95 ft., a central angle of 11°30'42", and a chord that bears N.46°24'34"W. 262.55 ft., thence N.52°09'55"W. 500.00 ft. to the point of ending. Total length of road is 3,960.75 feet or .75 miles.

DESCRIPTION OF AN EXISTING 66 FEET WIDE ROAD RIGHT-OF-WAY FOR BOOTH LAKE ROAD TO BE ABANDONED, being a part of Section 1, T.32N.-R.4W., Hudson Township, Charlevoix County, Michigan, the centerline of said easement is described as commencing at the S ¼ cor. of said Sec. 1; thence N.00°35'01"E. 595.63 ft.; thence along an arc right, said arc having a length of 162.53 ft., a radius of 702.83 ft., a central angle of 13°14'59", and a chord that bears N.07°12'31"E. 162.17 ft.; thence N.13°50'00"E. 751.22 ft.; thence along an arc left, said arc having a length of 199.71 ft., a radius of 1508.93 ft., a central angle of 07°34'59", and a chord that bears N.10°02'31"E. 199.56 ft.; thence N.06°15'01"E. 498.13 ft.; thence along an arc left, said arc having a length of 692.66 ft., a radius of 1303.24 ft., a central angle of 30°27'08", and a chord that bears N.08°58'33"W. 684.54 ft.; thence N.24°12'07"W. 105.53 ft.; thence along an arc left, said arc having a length of 75.50 ft., a radius of 669.88 ft., a central angle of 06°27'28", and a chord that bears N.27°25'51"W. 75.46 ft. to the point of beginning, said point of beginning being on the centerline of the Old Magee Road; thence N.02°37'14"E. 212.77 ft. to the centerline of the relocated Magee Road and the point of ending. Total length of road is 212.77 feet or .04 miles.

WHEREAS, the Road Commission closed the above described ~~section~~ sections of Magee Road and Booth Lake Road to public travel October 14, 2003 due to county park development and Magee ~~Road~~ Road relocation, and as there was an alternate route built, the Board has determined it is in the best public interest to abandon the above described road sections.

THEREFORE, BE IT RESOLVED, this Board absolutely abandons and discontinues the above described road sections for roadway purposes effective October 14, 2003.

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

BE IT FURTHER RESOLVED, the Charlevoix County Road Commission Clerk shall provide RESOLUTION copies to the Charlevoix County Register of Deeds, the proper highway authorities, the Hudson Township Supervisor and the Hudson Township Clerk.

I hereby certify the Charlevoix County Road Commission Board adopted this **RESOLUTION** October 14, 2003 with the following vote:

YEAS: Saunders, Way, Ogden
NAYS: None

I certify this to be a true **RESOLUTION** copy made and adopted at the Charlevoix County Board of Road Commissioners October 14, 2003 regular meeting.

Shelley Kondrat, Clerk

RESOLUTION TO ACCEPT AND CERTIFY ~ Relocated Magee Road

Commissioner Way moved to adopt the following **RESOLUTION**, seconded by Commissioner Ogden.

WHEREAS, the Charlevoix County Board of Road Commissioners accepts and certifies the newly relocated road herein listed:

Commencing at the South ¼ corner of said Sec. 1; thence N. 88°59'44" E. along the South line of said Sec. 1, which is also the centerline of Thumb Lake Road, 370.35 ft. to the point of beginning of this parcel; thence N. 02°24'30" E. 818.00 ft., thence S. 88°59'44" W. 15.03 ft.; thence N. 02°24'30" E. 1514.34 ft.; thence N. 88°59'44" E. 15.03 ft.; thence N. 02°24'30" E. 315.50 ft.; thence along an arc left, said arc having a length of 265.55 ft., a radius of 332.62 ft., a central angle of 45°44'36", and a chord that bears N. 20°27'48" W. 258.56 ft.; thence N. 43°20'06" W. 443.42 ft.; thence along an arc left, said arc having a length of 207.26 ft., a radius of 509.89 ft., a central angle of 23°17'21", and a chord that bears N. 54°58'47" W. 205.83 ft. thence N. 66° 37'27" W. 387.10 ft.; thence along an arc right, said arc having a length of 81.25 ft.,

a radius of 321.96 ft., a central angle of 14°27'32", and a chord that bears N. 59°23'41" W. 81.03 ft.; thence N. 52°09'55" W. 71.29 ft.; thence N. 37°50'05" E. 66.00 ft.; thence S. 52°09'55" E. 71.29 ft.; thence along an arc left, said arc having a length of 64.59 ft., a radius of 255.96 ft., a central angel of 14°27'32", and a chord that bears S. 59°23'41" E. 64.42 ft.; thence S. 66°37'27" E. 387.10 ft.; thence along an arc right, said arc having a length of 234.08 ft., a radius of 575.89 ft., a central angle of 23°17'21", and a chord that bears S. 54°58'47" E. 232.48 ft.; thence S. 43°20'06" E. 443.42 ft.; thence along an arc right, said arc having a length of 318.25 ft., a radius of 398.62 ft., a central angle of 45°44'36", and a chord that bears S. 20°27'48" E. 309.86 ft.; thence S. 02°24'30" W. 2643.91 ft. to the South line of said Sec. 1; thence S. 88°59'44" W. along said South line, 66.12 ft. to the point of beginning, containing 6.77 acres, more or less. Total road length is 4,133.18 feet or 0.78 miles.

AND WHEREAS, Road Commission staff has inspected the above listed road, and determined it meets all new road construction requirements for certification acceptance,

THEREFORE, BE IT RESOLVED, the Charlevoix County Road Commission Board ~~shall accept and certify~~ hereby accepts and certifies the above named road as a Public roadway under Charlevoix County Road Commission jurisdiction effective October 14, 2003.

BE IT FURTHER RESOLVED, the Charlevoix County Road Commission Clerk shall provide Resolution copies to the Charlevoix County Register of Deeds, the proper highway authorities, the Hudson Township Supervisor and the Hudson Township Clerk.

Resolution adopted by the following vote:

YEAS: Saunders, Way, Ogden
 NAYS: None

I certify this to be a true **RESOLUTION** copy made and adopted at the Charlevoix County Board of Road Commissioners October 14, 2003 regular meeting.

 Shelley Kondrat, Clerk

Commissioner Way moved to add 7:00 PM October 21, 2003 Annual Township Meeting date to accommodate 100% township participation, and to accept schedule as presented below, seconded by Commissioner Ogden.

**CHARLEVOIX COUNTY ROAD COMMISSION
 2003 ANNUAL TOWNSHIP MEETING SCHEDULE**

MONDAY, OCTOBER 20, 2003	TOWNSHIP
6:00 PM	HAYES TOWNSHIP (Ethel Knepp)
7:00 PM	HUDSON TOWNSHIP (Terry Erber)
8:00 PM	WILSON TOWNSHIP (Todd Sorenson)
TUESDAY, OCTOBER 21, 2003	TOWNSHIP

7:00 PM	SOUTH ARM TOWNSHIP (Bob Christensen)
TUESDAY, OCTOBER 28, 2003	TOWNSHIP
6:00 PM	NORWOOD TOWNSHIP (Wayne Boss)
7:00 PM	EVELINE TOWNSHIP (Dan Skrzeczkoski)
8:00 PM	CHARLEVOIX TOWNSHIP (Dale Glass)
WEDNESDAY, OCTOBER 29, 2003	TOWNSHIP
6:00 PM	EVANGELINE TOWNSHIP (Josette Lory)
7:00 PM	MARION TOWNSHIP (Bud Boss)
8:00 PM	BOYNE VALLEY TOWNSHIP (Nancy Dunham)
THURSDAY, OCTOBER 30, 2003	TOWNSHIP
6:00 PM	MELROSE TOWNSHIP (Mike Webster)
7:00 PM	CHANDLER TOWNSHIP (Dennis Howard)
8:00 PM	BAY TOWNSHIP (Larry Moeschke)

NOTE: Peaine Township & St. James Township Annual Meetings were held at Peaine Township Hall, Beaver Island on September 22, 2003, immediately following the regular 10:00 AM meeting.

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

10:30 AM: **Villa de Charlevoix** intersection paving (Bay Township) and **Miles Road** (South Arm Township) wedging and overlay bid openings, attended by Payne and Dolan representative Craig Hindal and H&D, Inc. representative Tim Burger.

VILLA DE CHARLEVOIX (Engineers estimate: \$42,000.00)

CONTRACTOR	BID AMOUNT	COMPLETION DATE
Payne and Dolan	\$49,150.00	June 05, 2004
H&D, Inc.	\$49,463.00	June 05, 2004

MILES ROAD (No engineers estimate, South Arm Township request)

CONTRACTOR	BID AMOUNT	COMPLETION DATE
H&D, Inc.	\$166,862.86	June 05, 2004
Payne and Dolan	\$197,549.55	June 05, 2004

Mr. Vanek will send bid tabulations to respective townships for review before projects awarded.

Ed Wojan said Mr. Karnes wishes to donate **Karnes Drive, Wojan Road** and **Donegal Bay Road** rights-of-way to the Road Commission. He brought Mr. Harmon warranty deeds this morning, leaving no time for official resolution preparation.

Commissioner Ogden moved to accept **Karnes Drive, Wojan Road** and **Donnegal Bay Road** rights-of-way into the certified county system, formal resolution will be reviewed and accepted at October 27, 2003 regular meeting, seconded by Commissioner Way.

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

Mr. Wojan said there are no streetlights on **Karnes Drive** and **Wojan Road**, and shoulders & rights-of-way grass are being vandalized by ATV's, cars and trucks. Mr. Harmon said the local Charlevoix County Deputy should be contacted to investigate problem.

10:45 AM: 2003 Used Vehicle/Equipment Sales bid opening attended by Everett Tillotson.

BIDDER		BID AMOUNT	BIDDER		BID AMOUNT
Tillotson:	#3	\$ 759.00	Edward Fouchia:	#3	\$ 510.00
	#4	\$1,589.00		#4	\$ 620.00
	#5	\$1,589.00		#5	\$ 610.00
Tousley:	#1	\$ 208.00	Gordon T. Burns:	#1	\$1,278.00
	#2	\$ 208.00		#3	\$ 627.00
	#3	\$ 408.00			
	#4	\$ 658.00	Patrick Lynch:	#2	\$ 500.00
	#5	\$ 568.00			

Commissioner Way moved to award 2003 Used Vehicle/Equipment Sales to the highest bidders, seconded by Commissioner Ogden.

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

Mr. Harmon informed all present salt storage buildings would not be finished by completion date. CCRC will implement liquidated damages as stated in the signed contract, and strict documentation will be kept in the event of a lawsuit (daily weather conditions, days not worked, days worked, crew size & hours, etc.). The Board instructed Mr. Harmon to send official registered letter to contractor reminding him of liquidated damage agreement in contract. Since there is currently nowhere to stockpile sand at either garage, additional overtime will be required to haul ice control sand from Sutliff Pit.

Mr. Vanek:

- Said **Thumb Lake Road** bridge crossing North Branch Boyne River is in and contractor is currently backfilling the structure. Northwest Design Group (NDG) will add more fabric, and may be open to public travel by October month-end. Cultured stone arch cut too short and isn't fitting flush with corrugated pipe. NDG is brainstorming to resolve the problem. If no solution is reached, other methods and costs will be discussed with NDG.

- Had leadman Dave Adams do Beaver Island traffic counts this summer. Unfortunately, Mr. Vanek's traffic counter computer software is outdated and won't read the traffic counters information. Windows upgrade will cost \$800.00-\$1,000.00. The Board approved purchase upon receipt of three competitive ~~bid~~ quotes.
- Reported **Pincherry Road** cement culvert near Carl Price property is failing. A plastic lining can be installed for a smoother water flow (material cost: \$2,575.00 for 18" X 100' lining plus \$375.00 for 18" pulling head). The Board approved project, authorizing Mr. Harmon to obtain local contractor installation quotes. CCRC crews will observe to learn installation for future culvert lining placement.
- Said Wayne Boss left **Ferry Road** reconstruction plans in CCRC mailbox this morning. Mr. Vanek noted no cross-section dimensions on plans, but will review and discuss at a future meeting (2004 reconstruction anticipated).

Commissioner Ogden moved to rescind the following September 22, 2003 motion (page 1, lines 41-44), seconded by Commissioner Way (St. James Township will pursue abandonment process through the Circuit Court).

"Commissioner Way moved to hold **Main Street** section proposed abandonment public hearing (St. James Township, Beaver Island) at 11:00 AM November 10, 2003, seconded by Commissioner Ogden."

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

The Charlevoix Nazarene Church at the non-motorized trailhead along **US-31** is having a problem with people using their bathroom and parking on their lawn. All present recommended the church contact the County Board since they own it.

Chairman Saunders attended County Road Association of Michigan "How the Media Can Work for You: Sell Your Story So They Can Tell Your Story" September 29, 2003 in Grayling, Michigan. All present felt workshop was very informative:

- ~~Never say, "No comment." Always say, "I'll get back to you."~~
- Always report news before it happens for better coverage control.
- Always keep answers short and simple during interviews so nothing can be printed out of context.

The Board will attend October 27th MTA Meeting at Boyne City hall; ~~Senator Jason Allen will attend.~~

Mr. Harmon reviewed project reports:

- Chandler, Hayes and Marion townships gravel projects are done. Boyne Valley, ~~(not on list processed own After stone)~~, Evangeline, Melrose and Wilson townships gravel projects should be done this year, weather permitting.
- Reported gravel inventory is fine, shouldn't have to manufacture any in 2004.
- Ditch work isn't complete on **South Barnard Road** reconstruction project.
- **Burgess Road** and **Pincherry Road** are the only remaining 2003 reconstruction projects (will be completed).

Commissioner Way moved to pay bills totaling \$348,803.67, seconded by Commissioner Ogden.

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – 0 Motion carried.

Commissioner Way reported Ironton Ferry problems are being reviewed for smoother 2004 season.

Chairman Saunders adjourned the meeting at 12:08 PM.

SEPTEMBER 22, 2003

Chairman Saunders called the meeting to order at 10:00 AM.

Chairman Saunders, Commissioners Way and Ogden, Charlevoix County Commissioner Shirley Roloff, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with St. James Township supervisor Don Vyse and clerk Jean Palmer, Peaine Township trustees Judy Lanier & Tina Morgan and supervisor John Works, Jr. Additional people attending Mrs. Reddings Trail Public Hearing, Peaine Township Annual Meeting and St. James Township Meetings: Jack Spaniak, Barbara Spencer, Robert Trudgeon, Steve West, Ed Wojan, Jim Wojan and other area residents.

Commissioner Way moved to approve September 08, 2003 regular meeting with the following changes, seconded by Commissioner Ogden.

- Page 1, line 29: change "Waster" to "Waste"
- Page 1, line 47: change "Road" to "Drive"
- Page 2, line 7: add "fund" after "construction"

Page 2, line 9: change "September 19" to "September 29"

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

Commissioner Ogden moved to authorize the Clerk to transfer Salt Storage Building Funds to the General Fund as Vassar Building Center, Inc. billings are received and approved by NDG Engineer Amanda Denise and CCRC Staff Engineer James Vanek, seconded by Commissioner Way.

➤ VOTE: Ayes – Saunders, Way, Ogden Nays - 0 Motion carried.

Commissioner Way moved to authorize the Board Chairman and the Manager to sign maintenance contract #2003-370 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 transfer \$39,683.60 from the Construction Fund to the General Fund for Black Road reconstruction payment #1, seconded by Commissioner Way.

➤ VOTE: Ayes – Saunders, Way, Ogden Nays - 0 Motion carried.

Mr. Vyse presented Main Street proposed abandonment application and petition. Property owner wishes to swap lakefront property to allow St. James Township beach expansion and parking area improvements (parking area will be built in road right-of-way). The Board will review on-site today.

Commissioner Way moved to hold Main Street section proposed abandonment public hearing (St. James Township, Beaver Island) at 11:00 AM November 10, 2003, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to open ~~Village~~ Villa De Charlevoix intersection paving, Bay Township and Miles Road wedging and overlay, South Arm Township bids at 10:30 AM October 14, 2003, seconded by Commissioner Way.

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

Commissioner Way moved to open 2003 used vehicle/equipment sales bids at 10:45 AM October 14, 2003, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to award Hayes Township Burgess Road reconstruction project and Pincherry Road Phase II reconstruction to low bidder H&D, Inc. (\$216,675.89 and \$48,351.00 respectively), seconded by Commissioner Way.

➤ VOTE: Ayes – Saunders, Way, Ogden Nays - 0 Motion carried.

Ed Wojan stated Karnes-Wojan Subdivision roads are completed, including proper signage. He will send descriptions and warranty deeds to CCRC for county road certification. All present understand the roads will not be snowplowed until first resident lives there.

Mr. Vanek:

- Reported Thumb Lake Road crossing North Branch Boyne River footings are poured, with structure delivery today, followed by assembly & installation.
- Stated Black Road and South Barnard Road base courses were completed Saturday, September 20, 2003.

Commissioner Ogden:

- Asked when new equipment bid documents would be ready for Board review. Mr. Harmon said tractor bid documents would be ready October 14, 2003.
- Attended Melrose Township September 09, 2003 meeting along with County Commissioner Randy Fryberg and Mr. Harmon. He was invited to attend Melrose Township Road Committee Meeting at 10:30 AM September 23, 2003 to discuss township primary road mileage proposal. Melrose Township contains three of the worst Charlevoix County roads: River Road, Shadow Trails and Springvale Road. Mr. Harmon and Mr. Vanek will also attend.

Commissioner Way:

- Asked if CCRC sent Dvoracek correspondence to remove fencing placed in road right-of-way. Mr. Harmon said CCRC wouldn't be pursuing this.
- Explained Ironton Ferry problems are due to replacement clutches; CCRC shop foreman Mick Luchenbill and mechanics are doing their best to keep it running.

Commissioner Roloff:

- Thanked the Road Commission for inviting her to today's meeting.
- Said Donnegal Bay Road beach traffic causes a very dangerous parking situation on sharp curve, Mr. Works, Port of St. James vice-president Jack Spaniak, association member Steve West and Ed Wojan agree. Mr. West suggested forming a committee with Township, Road Commission and County representation. Mr. Wojan suggested utilizing full 66' right-of-way by adding gravel shoulders. Mr. Vyse said St. James Township received attorney correspondence four years ago objecting to a proposed parking area, which is against association membership rules as is a public beach. Mr. Harmon and Mr. Vanek conducted studies; State of Michigan laws strictly protect the Critical Dunes areas on the lakeside.
- Introduced new CCRC Beaver Island truck driver Doug Gillespie, and thanked Mr. Adams publicly for doing a great job working alone this summer.

11:08 AM- Mrs. Reddings Trail public hearing.

Mr. Harmon received petition proposing to designate Mrs. Reddings Trail a natural beauty road, along with thirteen letters of support. He explained designation limits Road Commission maintenance (i.e. widening, removing large trees, upgrading), though grading, plowing and mowing would be allowed. Jim Wojan stated CCRC agreed to widen one curve in particular during 1996 gravel addition, but failed to follow through; he feels this should be completed before a decision is made. Mr. Works agreed widening is necessary to allow snowplows, fire trucks, ambulances, etc. access, and makes public travel safer. Year-round resident Barbara Spencer agrees curve widening is necessary, but added a 25-mph speed limit can be posted on natural beauty roads. Mr. Harmon disagreed.

Mr. Harmon asked all present if cutting trees and vegetation back would be sufficient. Jim Wojan replied he would support designation after dangerous corners and blind spots are corrected.

Western Shores Road resident Robert Trudgeon feels Mrs. Reddings Trail should be developed uniform throughout before designation change. Mr. Works is concerned about changing designation because development is sure to increase traffic volumes, which are currently low. Also, said designation kept West Side Road from being widened two years ago, and recently Mr. Works was involved in a head-on collision due to blind spots. Though natural beauty road designation can be reversed, he has never seen it happen.

Commissioner Ogden assured all present there are no immediate plans to widen and pave Mrs. Reddings Trail if designation isn't changed, adding many other Charlevoix County roads require serious and expensive reconstruction.

Jim Wojan suggested receiving twenty-five homeowners input before the final decision. Mr. Harmon said another public hearing could be held next summer, giving CCRC time to make widening and sight distance improvements. He said Mrs. Reddings Trail would be discussed at a future meeting when Peaine Township Board provided written guidance.

Resident Robert Trudgeon feels designation should be granted since the law allows safety upgrades on natural beauty roads. Mrs. Lanier agrees, adding there is strong support in the audience, along with forty-six petition signatures and thirteen correspondences.

Commissioner Way said townships, residents and CCRC currently have good working relationships and widening will be done as promised. Mr. Works will send Peaine Township meeting minutes stating township view on designating Mrs. Reddings Trail a natural beauty road.

Mr. Works said as long as residents understand future upgrades will be limited or unavailable, designation should be granted as requested.

Public hearing completed at 11:40 AM.

Jim Wojan said roadside mowing should be completed earlier in the season. Mr. Harmon explained 2003 tractor breakdowns and said if two new tractors are purchased, the Ford tractor with broom and mower deck will be kept on Beaver Island during summer months.

Mrs. Lanier received many more road complaints in 2003 compared to 2002 (example: unsafe due to washboard effect, dust control, large stones hitting cars). Mr. Harmon explained dry weather caused same problems throughout Charlevoix County because dust control requires moisture to adhere, and blading dry roads worsens the washboard effect. He noted 2002 weather was perfect for gravel road maintenance.

Robert Trudgeon feels Western Shores junction has been neglected. Mr. Adams stated grading would worsen potholes, especially since traffic is required to pack stones and this is a low volume traffic area with fairly coarse stones.

Commissioner Way moved to pay bills totaling \$140,161.62, seconded by Commissioner Ogden.

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – 0 Motion carried.

Chairman Saunders adjourned the meeting at 11:50 AM.

(NOTE: See separate minutes for Peaine Township and St. James Township Annual Meetings).

SEPTEMBER 8, 2003

Chairman Saunders called the meeting to order at 9:00 AM.

Chairman Saunders, Commissioners Way and Ogden, Charlevoix County Commissioner Shirley Roloff, Patrick Harmon and Shelley Kondrat attended, along with Eveline Township supervisor Dan Skrzeczkoski and Petoskey News-Review reporter Fred Gray.

Commissioner Ogden moved to approve August 25, 2003 regular meeting minutes with the following changes, seconded by Commissioner Way.

Page 1, line 23: change "rededicate 66' right-of-way" to "provide 66' of new right-of-way and alignment"
Page 1, line 28: add "culvert" between "Road " and "crossing"
Page 1, line 35: change "sight" to "site"

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

Commissioner Way moved to change Magee Road public hearing from 10:00 AM Monday, October 13, 2003 to 10:00 AM Tuesday, October 14, 2003, seconded by Commissioner Ogden.

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

Mr. Harmon:

- Lake Shore Drive paving to Whiting County Park and Black Road reconstruction began today.
- If weather cooperates, S. Barnard Road project will begin this Friday.
- Thumb Lake Road culvert crossing North Branch Boyne River project is underway and flowing smoothly.
- The State Maintenance contract has arrived; blanks are being filled-in before signing. Road Commission bargaining representatives are reviewing the 5-year State Maintenance Contract, making sure negotiated items are correct.
- Presented and explained St. James Township proposed Main Street abandonment (undeveloped portion).
- CCRC will participate with the October 04, 2003 Hazardous Waste collection.

Commissioner Roloff:

- Said the County Board has approved both the 1999 and the 2001 Storm Water Ordinances and a single, final ordinance is being prepared. Upon completion, the Road Commission will adopt it and include it in future CCRC reconstruction specifications to contractors.
- The County Commissioners meet on Beaver Island September 10, 2003 and would like to tour the CCRC Beaver Island garage; Mr. Harmon will make arrangements.

Commissioner Ogden said Oakland County Road Commission employee Bill McEntee is on the Asset Management council and is working toward being the state expert in the field.

Commissioner Way moved to hold Annual Township Meetings at 6:00 PM, 7:00 PM and 8:00 PM October 28, 29 & 30, 2003; October 20, 2003 will be the overflow date, seconded by Commissioner Ogden.

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

Dan Skrzeczkoski:

- Requested Lake Shore ~~Road~~ Drive have passing lanes put in at intersections, (i.e. Wilson Road, Ridge Road, Poplar Lane).
- Asked if Eveline Township estimate requests were prepared; Mr. Harmon said no, Mr. Vanek is extremely busy, but will prepare them at his earliest convenience.
- Requested Ridge Road re-seal project be swept; Mr. Harmon said this is being done today.
- Asked when Lake Shore Drive line striping will be done. Mr. Harmon said in conjunction with other county roads this fall.
- Is pleased with Phelps Road west end gravel addition.
- Asked if Peninsula Road problem area south of Ridge Road will be taken care of; Mr. Harmon reported it done.
- Questioned brine bills; Mrs. Kondrat will prepare summary and fax today.

Chairman Saunders:

- Asked if tractors would be ordered this year. Mr. Harmon explained tractor specifications are almost complete and bid dates will be set at the October 14, 2003 regular meeting.
- Said \$8,000.00 Salt Storage Building fund deposit should be reallocated when construction is complete; all present agree. Reallocation will be directed to the Construction Fund and the Equipment fund, and possibly a building maintenance and construction fund will be started.
- Is on the State of Michigan Public Relations Committee, but has received no correspondence since the first meeting, but he will attend the September ~~4~~ 29, 2003 media training in Grayling.

All present discussed acquiring property near Ironton to relieve Ironton garage congestion. Commissioner Roloff feels M66 property should be appraised; Mr. Harmon will make arrangements, along with quote to have backside of property logged.

The Board and Mr. Gray discussed media cooperation.

Commissioner Ogden moved to pay bills totaling \$258,349.39, seconded by Commissioner Way.

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – 0 Motion carried.

Chairman Saunders adjourned the meeting at 10:35 AM.

AUGUST 25, 2003

Chairman Saunders called the meeting to order at 9:00 AM.

Chairman Saunders, Commissioners Way and Ogden, Charlevoix County Commissioner Shirley Roloff, Patrick Harmon and Shelley Kondrat attended, along with Petoskey News-Review reporter Fred Gray. Additional people attending bid openings: Greg Hindal (Payne & Dolan, Inc.); Josh Manthei (MDC, Inc.); Vince Carpenter (H&D, Inc.); Paula Sackrider (Tri-County Excavating).

Commissioner Way moved to approve August 11, 2003 regular meeting minutes with the following changes, seconded by Commissioner Ogden.

- Page 1, line 5: change "Norwood Township supervisor and Boss Engineering & Surveying owner" to "Norwood Township supervisor/Boss Engineering & Surveying owner"
- Page 1, line 41: add "seconded by Commissioner Way" to motion end.
- Page 2, line 29: change "Commissions" to "Commission"
- Page 2, line 33: change "re-awarding" to "awarding"
- Page 3, line 39: delete "clutch and"
- Page 4, line 1: add "Mr. Harmon" to sentence beginning.
- Page 4, line 2: change "Mr. Harmon" to "He"

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

Mr. Harmon explained DNR proposal to abandon Blann Road and County Line Road, Boyne Valley Township, and to ~~relocate~~ provide 66' of new right-of-way and alignment to CCRC for seasonal road. The DNR will fund entire project.

The Board denied CCRC employee Vern Kassuba request to purchase 5 years MERS service credit.

Mr. Harmon informed all present:

- Thumb Lake Road culvert crossing North Branch Boyne River project began today.
- Magee Road realignment is complete; berms are up, new signs are placed, old signs are removed, (main parking lot is complete per Commissioner Roloff).
- H&D, Inc. completed Lake Shore Drive Phase I wedging; Phase II should begin after Labor Day.
- Wildwood Harbor Road and Horton Bay Road projects are complete.
- The Boyne City crew is currently placing Melrose Township gravel; Ironton crew will assist Boyne City crew when South Arm Township gravel projects are completed.
- Bad material was found and removed from Ironton garage salt storage shed building ~~eight~~ site, (cost: \$31,000.00). Commissioner Ogden suggested soil borings on all future jobs and road projects to verify sufficient base materials.

Commissioner Ogden moved to transfer \$131,702.40 from the Salt Storage Fund to the General Fund to pay Vassar Building Center, Inc. payment application #1, seconded by Commissioner Way.

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – 0 Motion carried.

Commissioner Saunders asked when Black Road project would begin. Mr. Harmon hasn't heard from Tri-County Excavating to date, but believes project onset is after Labor Day, along with South Barnard Road project by H&D, Inc.

Commissioner Way moved to change the 9:00 AM regular Monday, October 13, 2003 Board meeting to 9:00 AM Tuesday, October 14, 2003 to observe the Columbus Day Holiday, seconded by Commissioner Ogden.

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

Mr. Harmon is gathering information from 13 Michigan counties with dedicated countywide road millages and has obtained public law outlining procedures; money generated from cities goes back to the respective city unless the city agrees otherwise. Commissioner Roloff said the County Board requested public comments on a countywide road millage; they are just beginning to receive responses. County Commissioner Randy Fryberg requested estimate to upgrade all roads requiring repairs and maintenance costs thereafter. Mr. Harmon will get information to Commissioner Fryberg, along with full report to County Board and Road Commissioners upon completing countywide road millage research.

Commissioner Ogden feels current primary road standards are minimal and would like to see width increase to conserve edges and surfaces; Chairman Saunders traveled through Wisconsin recently and noticed wider roads hold up much better, requiring less maintenance expense.

Commissioner Ogden moved to accept 2003 adjusted budget as presented (adjustments marked in red), seconded by Commissioner Way.

Prepared August 21, 2003 Shelley Kondrat, Clerk	2003 BUDGET SUMMARY			Page 1 of 3
Name of Governmental Unit Charlevoix County Road Commission	Name of Fund Road Fund	Fund No. 201	Budget Year Ending Date: 12-31-03	

FISCAL YEAR JANUARY 1 TO DECEMBER 31, 2003

REVENUES (AND OTHER SOURCES)		AMOUNT		
DEPARTMENT OR CLASSIFICATION				
Page No.	ACCOUNT DESCRIPTION	ESTIMATED PRIOR YEAR (12-31-02)	PREVIOUSLY APPROVED BUDGET	RECOMMENDED 12-31-03 BUDGET
2	TRANSPORTATION	3,230,089.54	2,985,000.00	2,985,000.00
2	FEDERAL REVENUE	36,884.20	1,180,000.00	1,180,000.00
2	ECONOMIC DEVELOPMENT FUND	0.00	0.00	0.00
2	TRUNKLINE MAINTENANCE-PRIMARY	346,657.25	300,000.00	300,000.00
2	COUNTY RAISED REVENUE	1,392,631.78	250,000.00	800,000.00
2	OTHER RAISED REVENUE	0.00	0.00	112,261.83

2	INTEREST EARNED	24,268.99	22,000.00	16,100.00
2	SALVAGE SALES	1,421.89	2,000.00	2,000.00
2	GAIN/LOSS-EQUIPMENT DISPOSALS	48,625.00	0.00	0.00
2	PERMIT FEES	25,224.50	25,000.00	25,000.00
2	OTHER	350.00	0.00	0.00
TOTAL REVENUES		5,106,153.15	4,764,000.00	5,420,361.83
TOTAL OTHER SOURCES		0.00	0.00	0.00
TOTAL REVENUES AND OTHER SOURCES		5,106,153.15	4,764,000.00	5,420,361.83

EXPENDITURES (AND OTHER USES)		AMOUNT		
DEPARTMENT OR CLASSIFICATION		ESTIMATED PRIOR YEAR (12-31-02)	PREVIOUSLY APPROVED BUDGET	RECOMMENDED 12-31-03 BUDGET
Page No.	ACCOUNT DESCRIPTION			
3	HEAVY MAINTENANCE	1,495,767.00	1,600,000.00	1,600,000.00
3	REGULAR MAINTENANCE	2,571,304.79	2,250,000.00	2,573,782.24
3	TRUNKLINE MAINTENANCE-PRIMARY	348,902.99	300,000.00	300,000.00
3	ADMINISTRATIVE EXPENSE (NET)	408,388.61	279,000.00	270,069.57
3	EQUIPMENT EXPENSE (NET)	120,092.72	0.00	0.00
3	CAPITAL OUTLAY (NET)	-84,828.84	335,000.00	357,557.99
3	DISTRIBUTIVE EXPENSE	0.00	0.00	0.00
3	OTHER	192.00	0.00	0.00
		4,859,819.27	4,764,000.00	5,101,409.80
		0.00	0.00	0.00
		0.00	0.00	0.00
		4,859,819.27	4,764,000.00	5,101,409.80

CURRENT ESTIMATED OPERATING SURPLUS (DEFICIT)	318,952.03
ACCUMULATED AVAILABLE UNAPPROPRIATED SURPLUS (DEFICIT) FROM PRIOR YEARS	1,865,576.21
PROJECTED SURPLUS AT END OF BUDGET YEAR	2,184,528.24

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

10:30 AM-Pincherry Road Wedging & Overlay Phase II project (engineer estimate: \$49,500.00-completion date: October 27, 2003) and Burgess Road reconstruction project (engineer estimate: \$215,667.70-completion date: October 27, 2003), Hayes Township, bid openings.

	<u>CONTRACTOR</u>	<u>BID AMOUNT</u>
<u>PINCHERRY ROAD:</u>	H&D, Inc.	\$ 48,351.00
	Payne & Dolan, Inc.	\$ 66,518.00
<u>BURGESS ROAD:</u>	H&D, Inc.	\$216,675.89
	Tri-County Excavating	\$216,683.74
	MDC, Inc.	\$270,236.15

Referral will be presented at regular September 08, 2003 Board meeting after township bid tabulation review.

Commissioner Way asked if the Township Gravel Share Policy would cover Ferry Road gravel, Norwood Township. Mr. Harmon explained reconstruction projects are not covered by said policy.

Mr. Harmon said all CCRC truck drivers attended very informative 1½ hour mining safety training at CEMEX last week. Commissioner Ogden would like to attend training with future employees.

Commissioner Ogden moved to pay bills totaling \$400,470.09, seconded by Commissioner Way.

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – 0 Motion carried.

Chairman Saunders adjourned the meeting at 11:10 AM.

AUGUST 11, 2003

Chairman Saunders called the meeting to order at 9:00 AM.

Chairman Saunders, Commissioners Way and Ogden, Charlevoix County Commissioner Shirley Roloff, Patrick Harmon, Katie Tarachas and Mick Luchenbill attended, along with Eveline Township supervisor Dan Skrzeczkoski and Norwood Township supervisor/and Boss Engineering & Surveying owner Wayne Boss. Additional people attending bid opening: H & D Inc. representative Vince Carpenter and Payne and Dolan representative Craig Hindal.

Commissioner Way moved to approve July 28, 2003 regular meeting minutes with the following changes, seconded by Commissioner Ogden.

Page 2, line 50: change the phrase "gravel township" to "township gravel"

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

Commissioner Ogden moved to open Marion Township Black Road Reconstruction project bids at 10:15 AM August 11, 2003, seconded by Commissioner Way.

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

Commissioner Ogden moved to transfer \$16,187.82 from the Re-seal Fund to the General Fund for Rogers Road re-seal material costs (South Arm Township), seconded by Commissioner Way

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – 0 Motion carried.

Commissioner Way moved to repay \$100,000.00 balance owed to the Salt Storage Building Fund from the General Fund, seconded by Commissioner Ogden.

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – 0 Motion carried.

Commissioner Way moved to open Hayes Township Pincherry Road Widening & Overlay Phase II project bids at 10:30 AM August 25, 2003, seconded by Commissioner Ogden.

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

Commissioner Way moved to open Hayes Township Burgess Road Reconstruction project bids at 10:30 AM August 25, 2003, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to award Ice Control Sand Manufacturing to Sackrider, Inc. (\$28,600.00), seconded by Commissioner Way.

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

The Board discussed July 29, 2003 Rural Task Force letter from Susan Richardson and requested Mr. Harmon contact Ms. Richardson for clarification.

Commissioner Way moved to hold Magee Road Abandonment public hearing at 10:00 AM October 13, 2003, seconded by Commissioner Ogden.

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

Chairman Saunders, Commissioner Ogden and Mr. Harmon will attend August 19, 2003 37th District Meeting in Manistique.

Commissioner Ogden moved to accept the following Resolution, seconded by Commissioner Way.

EPL GUIDELINES RESOLUTION

WHEREAS, the Michigan County Road Commission Self-Insurance Pool, through its Board, on February 5, 2003 approved certain Employment Practices Guidelines for distribution to participating members of the Pool;

WHEREAS, THE pool Board has required that participating members acknowledge receipt of the Employment Practices Guidelines and an affirmative representation from each Pool member that it will conduct its employment practices consistent with the Guidelines;

NOW THEREFORE, the Board of County Road Commissioners on behalf of the Charlevoix County Road Commission does hereby acknowledge receipt of the Employment Practices Guidelines adopted by the Michigan County Road Commission Self-Insurance Pool on February 5, 2003. As a participating member of the Pool, the Charlevoix County Road Commission agrees to adopt policies and conduct its employment practices consistent with these Guidelines, or any amendment thereto.

Resolution adopted by the following vote:

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – 0 Motion carried.

I certify this to be a true **RESOLUTION** copy made and adopted at the Charlevoix County Road Commission Board August 11, 2003 regular meeting.

Katie Tarachas, Administrative Assistant

Mr. Harmon:

- An Employee requested leave or time-off without pay if he exhausts his vacation and sick bank to care for a terminally ill parent. Due to provisions in the Agreement between Board of County Road Commissions of Charlevoix County & Teamsters State, County and Municipal Workers – Local Union No. 214, the Board decided it is the Managers decision.
- C & C, low bidder for various seal coat projects (Marion Township) requested permission to use cash in lieu of a bond. Mr. Harmon recommends denying this request and ~~re-~~awarding bid to next lowest bidder, Board agrees.
- Wildwood Harbor Road, Old Horton Bay Road and Magee Road paving complete.
- Lake Shore Drive scheduled to complete today.
- Wildwood Harbor Road and Old Horton Bay Road shoulder work to finish today.
- Magee Road: Ditching and seed & mulch remaining.
- Hayes Township gravel projects complete, seal coat projects completed tomorrow.
- South Arm Township gravel projects scheduled this week.

Commissioner Ogden asked if CCRC will fulfill all township gravel commitments by the end of this construction season; Mr. Harmon said yes all commitments would be fulfilled.

Mr. Harmon informed the Board all CCRC Employees (except administrative staff) would be attending Mine Safety Training Wednesday, August 13, 2003 at the Knights of Columbus hall in Charlevoix.

Commissioner Roloff said a second 2003 household hazardous waste drop-off is being planned for 9:00 AM October 4 and they would like to use CCRC Boyne City Garage. Mr. Harmon approved request.

Mr. Harmon informed the Board that Lake Louise Christian Community representative Jim Harrington called to inform CCRC of their August 13, 2003 meeting to discuss future plans for the park. Mr. Harmon will attend.

Commissioner Ogden:

- Inquired about procedures for informing township officials when road projects are complete. Mr. Harmon said he communicates with the township throughout the project.
- Discussion about sunken box culvert on Paddock Road, Norwood Township. Commissioner Ogden explained CCRC is not responsible for maintaining or replacing the culvert because it is 100 feet from certified right-of-way. Wayne Boss disagreed explaining the Certification Map illustrates the box culvert lying within CCRC certified roadway.

10:15 AM-Black Road Reconstruction and Lake Shore Road Phase II Overlay bid opening.

Black Road Reconstruction, Marion Township	
<u>CONTRACTOR</u>	<u>TOTAL BID</u>
Tri-County Excavating.	\$71,780.90
MDC Contracting, LLC	\$75,740.75
H & D, Inc.	\$89,748.89
(Engineers Estimate \$74,186.00)	

Lake Shore Road Overlay, Eveline Township	
<u>CONTRACTOR</u>	<u>TOTAL BID</u>
H & D, Inc.	\$103,686.07
Payne & Dolan, Inc.	\$168,530.00

Commissioner Ogden said at a recent MTA meeting Dennis Howard asked CCRC to notify townships and 911 of any known lane closures or upsets that may effect traffic flow.

Dan Skrzeczkoski:

Requested permission to unofficially award Lakeshore Drive Overlay Phase II to H & D, Inc. because Phase I will be completed tomorrow and Phase II can begin immediately. Mr. Harmon asked the Board to award bid based on written township approval.

Commissioner Ogden moved to award Eveline Township Lake Shore Road Overlay Phase II project to H & D, Inc. low bidder (\$103,686.07), seconded by Commissioner Way.

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – 0 Motion carried.

Commissioner Way:

- Recommending hydraulic clutches for Ironton Ferry to the Transit Committee. CCRC Shop Foreman, Mick Luchenbill, explained problems with new clutches caused by new materials and manufacturer changes over the years resulting in alignment sensitivity (alignment needs to be within 100th of an inch). Mr. Harmon said new clutches are not designed to be put in and out of gear all day long. Mr. Luchenbill said the manufacturer was aware of ferry operations and guaranteed they would hold up. Besides clutch malfunctions, waterproof ~~clutch and~~ ramp height switches are letting moisture in and they too are faulty. Mr. Luchenbill said hydraulic clutches can be installed while the ferry is in the water, all work takes place in engine compartment.

Wayne Boss:

- Paddock Road box culvert discussion resumed. Commissioner Ogden explained CCRC would be in violation of misappropriating public funds according to Act 51 if we were to fund this project. Act 51 allows public funds spent on certified roads and/or roads we can prove maintenance done by CCRC, neither can be proven for Paddock Road box culvert. Mr. Harmon agreed to have Duke Domke from the DEQ inspect the area and get his recommendations so the property owner has an idea of what needs to be done, noting CCRC will not be responsible for any work done to box culvert.
- Complimented and thanked Road Commission for grading Lake Shore Road through Clipperview, residents of Norwood Township appreciate it.
- Presented Ferry Road plans. Mr. Boss explained the project consists of ditching & drainage and adding fill & gravel. Mr. Boss asked what was needed to complete Ferry Road this year. Mr. Harmon said volumes and quantities are required and a half dozen set of plans. Mr. Vanek will coordinate bid documents with Mr. Boss and put together packets. Bid date will be set at the August 25, 2003 regular Board Meeting.

Mr. Harmon discussed funding Black Road Reconstruction since the township is only contributing \$20,000.00 and our Construction Fund is low. ~~Mr. Harmon~~ He recommended transferring leftover Salt Storage Fund monies into the Construction Fund, the Board agreed.

Commissioner Way moved to award Marion Township Black Road Reconstruction project to Tri-County Excavating low bidder (\$71,780.90), seconded by Commissioner Ogden.

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – 0 Motion carried.

Equipment Fund: Mr. Luchenbill is writing specifications for two tractors.

Commissioner Ogden moved to pay bills totaling \$89,882.57, seconded by Commissioner Way.

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – 0 Motion carried.

Chairman Saunders adjourned the meeting at 11:50 AM.

JULY 28, 2003

Chairman Saunders called the meeting to order at 9:00 AM.

Chairman Saunders, Commissioners Way and Ogden, Charlevoix County Commissioner Shirley Roloff, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Charlevoix County Drain Commissioner Joanne Beemon, Boyne City planner Chuck Stewart, Eveline Township supervisor Dan Skrzeczkoski, Norwood Township supervisor and Boss Engineering & Surveying owner Wayne Boss and Petoskey News-Review reporter Fred Gray. Additional people attending bid opening: Michigan Aggregate representative Frank Peters; H&D, Inc. representative Pat Stuck; C.H. Smith representative Steve Smith; Hilltop, Inc. representative Rob Moblo.

Commissioner Way moved to approve July 11, 2003 regular meeting minutes with the following changes, seconded by Commissioner Ogden.

Page 2, line 32: change "haven't arranged" to "hasn't arranged"
Page 2, line 32: change "Denny Price" to "Denny Jason"
Page 2, line 35: change "Guardrail was pulled July 10th and is being" to "Old guardrail was removed July 10th, new guardrail is being"
Page 2, line 36: change "pleasurable" to "positive"
Page 2, line 56: change "earlier this year." to "in 2000."
Page 2, line 57: "The DEQ advised CCRC to keep both policies for legal requirements, but stated DEQ policy prevails when there is a conflict." to "The DEQ advised CCRC to not use county Soil Erosion and Sedimentation Policy. The staff will write use of both policies into specifications, but where conflict arises, the most stringent requirements prevail."
Page 3, line 18: add "to investigate the drainage complaint referenced on page 1." to end of sentence

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

Commissioner Ogden moved to award South Barnard Road wedging and overlay bid to low bidder H&D, Inc. (\$120,465.00), seconded by Commissioner Way. (Engineer's estimate: \$112,000.00)

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

Commissioner Ogden moved to designate Chairman Saunders CRASIF 25th Annual Meeting Voting Delegate, seconded by Commissioner Way.

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

Commissioner Way moved to designate Commissioner Ogden CRASIF 25th Annual Meeting Alternate Voting Delegate, seconded by Chairman Saunders.

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

Mr. Harmon:

- Said Marion Township gravel projects are complete and there are only two roads left to gravel in Hayes Township; Ironton crew will then assist Boyne City crew in completing Boyne area gravel projects.
- Rogers Road re-seal is complete and Ridge Road re-seal will be complete this week, followed by Camp Sherwood Road, Reycraft Road and Pleasant Valley Road re-seal projects.
- Thumb Lake Road project is complete, other than required ditching at existing Magee Road location when realigned Magee Road is finished.
Commissioner Roloff presented and explained MDC Contracting bid for Lake Louise county beach parking lot. There will be 48 spaces, and berms will be placed at existing Magee Road north and south ends.
- H&D, Inc. will begin Lakeshore Drive culvert installation (Mr. Vanek will oversee entire project) and Old Horton Bay Road ditching soon.

- Developer would like to extend Brown Road (Boyne Valley Township) relocation and paving project to his subdivision entrances at his expense. H&D, Inc. will present estimate to developer; if all is approved, CCRC will contract with Boyne Valley Township for payment.

Mr. Vanek attended Thumb Lake Road bridge replacement pre-construction meeting and explained the road closure requires Board action.

Commissioner Ogden moved to allow Thumb Lake Road closure during culvert removal and bridge placement effective August 11, 2003 through approximately October 31, 2003, seconded by Commissioner Way (detour will be Springbrook Road and Skop Road).

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

Mr. Skrzeczkoski said Eveline Township Board approved Lake Shore Drive project extension. Mr. Harmon reported CCRC Attorney Joel Wurster advised CCRC not to award extension without re-bidding.

Commissioner Way moved to open Lake Shore Drive Phase II overlay project bids (Advance to Whiting Road), Eveline Township at 10:30 AM August 11, 2003, seconded by Commissioner Ogden.

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

Mr. Skrzeczkoski:

- Said resident Vic Dawson requested Lake Shore Drive repair to southern tilt in road during wedging & overlay project. Mr. Harmon explained procedure would require total reconstruction. Mr. Vanek will meet Mr. Skrzeczkoski for on-site review.
- Asked when Ridge Road would be re-sealed; Mr. Harmon said they begin July 29, 2003.
- Asked if Phelps Road gravel project is scheduled; Mr. Harmon said it would begin after Hayes Township gravel projects are complete. Mr. Skrzeczkoski asked to be informed by fax of project progress schedules so he can answer public inquiries.
- Has received complaints requesting brush removal in M-66 ditch from 5th Street south in Ironton; Mr. Harmon will have it mowed.
- Will meet with Mr. Vanek in the next two to three weeks to discuss 2004 Eveline Township proposed road projects.
- Asked when brine could be applied. Mr. Harmon said the truck would be ready sometime this week.

10:15 AM-ice control sand manufacturing bid opening.

<u>CONTRACTOR</u>	<u>PRICE PER CYD</u>	<u>TOTAL BID</u>
C.H. Smith, Inc.	\$1.14	\$22,800.00
Sackrider, Inc.	\$1.43	\$28,600.00
Michigan Aggregate	\$1.48	\$29,600.00
MDC Contracting, Inc.	\$1.49	\$29,800.00
H&D, Inc.	\$1.54	\$30,800.00
Hilltop, Inc.	\$2.75	\$55,000.00

The Board will review bid tabulations at the August 11, 2003 regular meeting.

Mr. Boss:

- Presented Dawson Way final property exchange proposal. Since the Board wishes not to deviate from their last offer, Mr. Harmon asked if Dawson Way would consider selling the 4.1 +/- acres adjacent to CCRC Shaw Road property. Mr. Boss will speak with Dawson Way and report to the Board.
- Said Norwood Township has Ferry Road reconstruction plans essentially complete. He will meet with Ironton garage road foreman Melvyn Thayer to discuss required undercut(s) and sub-surface drains. Mr. Boss requested the gravel township gravel share policy be implemented on this primary road project, which has a "National Defense Road" classification. The Board would like to continue gravel, re-seal and asphalt township share policies, but must wait until salt storage sheds are built and paid for.
- Said fire trucks used Paddock Road during the Marion/Norwood Township forest fire last spring, sinking the concrete box culvert at the stream crossing. He feels correction is CCRC financial responsibility since this is a county certified road and it appears CCRC installed the culvert. Mr. Harmon will conduct on-site review, investigate if property owner will assist financially, and report to the Board.

Mr. Stewart announced his termination of employment with the City of Boyne City to become the Suttons Bay Village Manager. He expressed thanks for past Road Commission support and assistance and said he has a six-month transition period if CCRC has any questions. He added, "It has always been a pleasure working with the Road Commission."

Commissioner Ogden asked if CCRC sent employees to the July 22, 2003 PACER Training in Gaylord. Mr. Harmon said he, Mr. Vanek and Mrs. Kondrat attended, and will attend future asset management workshops. He explained gathered information will not be compared county-to-county.

Mrs. Beemon stated the DEQ pushed counties to separate their Storm Water and Soil & Sedimentation Ordinances in 1999 and 2000. Charlevoix County adopted their Storm Water Ordinance in 2001; the Soil & Sedimentation Ordinance is currently being developed.

Commissioner Way moved to pay bills totaling \$107,090.75, seconded by Commissioner Ogden.

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – 0 Motion carried.

Chairman Saunders adjourned the meeting at 11:45 AM.

JULY 11, 2003

Chairman Saunders called the meeting to order at 9:00 AM.

Chairman Saunders, Commissioners Way and Ogden, Charlevoix County Commissioner Shirley Roloff, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Evangeline Township resident Nancy Wood Loening and Boss Engineering and Surveying owner Wayne Boss.

Commissioner Way moved to approve June 23, 2003 regular meeting with the following changes, seconded by Commissioner Ogden.

Page 1, line 38: change "authorized" to "moved to authorize"
Page 2, line 20: change "company insurance" to "insurance company"
Page 3, line 27: delete "(Please indicate the appropriate position title, such as manager, supervisor, engineer, foreman, inspector, etc. There may be one position or there may be several; you tell us.)"
Page 5, line 25: change "late" to "lake"
Page 5, line 32: change "trips" to "traps"
Page 7, line 19: change "coarse" to "course"
Page 7, line 40: add "Teamsters Local 214 labor" between "discuss" and "contract"

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

Mrs. Loening has resided in Pinehurst Shores Subdivision for 20 years and began experiencing problems with her gravel driveway section washing into her asphalt driveway section (all downhill from the road) after CCRC removed several trees many years ago. Now she believes the newly paved Pinehurst Shores Road has increased her driveway problems. Mr. Harmon presented pictures during heavy rain showing tip up curb diverting water from her driveway. The Board will review on-sight this afternoon.

Mr. Harmon presented various road seal coat bid tabulations (Marion Township), explained the low bidder, C&C, failed to fulfill bid document requirements by presenting bid on personal company letterhead. C&C called and said they didn't receive page 6 (CCRC prepared bid form) with bid documents. Mr. Harmon suggested C&C contact Marion Township supervisor Bud Boss.

Commissioner Ogden moved to authorize the manager to award seal coat bids to Marion Township preferred contractor, based upon submittal of their minutes, seconded by Commissioner Way.

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

Marion Township Black Road reconstruction bid documents will be reviewed July 28, 2003.

The Board and Mr. Harmon inspected CCRC M66 property and Ironton garage property July 08, 2003. CCRC proposed exchanging approximately 10 acres of M66 property for approximately 5 acres of property abutting Ironton garage. Mr. Boss will discuss proposal with Dawson Way and contact Mr. Harmon.

Commissioner Way moved to open 20,000 tons MDOT specified ice control sand bids (produced at Sutliff Pit) at 10:15 AM, July 28, 2003, seconded by Commissioner Ogden.

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

Mr. Harmon:

- Per DEQ requirements, CCRC is obliged to develop wetlands to replace those filled during Magee Road relocation. Mr. Harmon proposed wetland development on CCRC Boyne City-Charlevoix Road 3 ½ acre parcel.
- Said future bid documents must include both CCRC Soil Erosion & Sedimentation policies (county and DEQ).
- Presented Willcome Tree Service bid for tree removal on Camp Daggett Road and in Walloon Lake Village. The Board agreed this is a management decision.

Recessed at 10:15 AM. Resumed at 10:30 AM.

Mr. Harmon:

- Lakeshore Drive wedging and overlay from Boyne City limits to Advance was awarded to H&D, Inc. Due to the low bid, Eveline Township is able to extend the project to Whiting County Park (contractor will hold unit prices for extension). The Michigan Township Association (MTA) informed Eveline Township supervisor Dan Skrzeczkoski it is legal for townships to extend work. The Board directed Mr. Harmon to confirm legalities with CCRC Attorney Joel Wurster and inform Board.
- Explained 1999 through 2002 Wage and Benefits percentages of MTF funds received.
- Explained family lawsuit over Wildwood Harbor Road property, which was split between Randall family members, one of whom is proposing a small subdivision on his acreage; the others are opposed. Mr. Harmon informed all present CCRC accepted Wildwood Harbor Road in early 1922, which was resurveyed and realigned to its present location in October 1922. Property owners are questioning ownership of small strip of land, which was never certified or decertified. The Board directed Mr. Harmon to withhold written response until recommendation received from CCRC Attorney Joel Wurster.

Commissioner Roloff:

- Inquired if the county road sign numbering system is progressing. Mr. Harmon and Mr. Vanek prepared new lists. Countywide placement should be complete in October 2003.
- Was approached by Beaver Island resident who lives on natural beauty designated Westside Drive, who complained the road is being widened. Mr. Harmon said this particular road is very narrow and CCRC widened the curves slightly during routine maintenance.
- Said some Boulder Park Subdivision residents are concerned about the Charlevoix Area Hospital being inaccessible from the north since Park Street was closed for hospital expansion. She suggested placing a north entrance for emergency vehicles only. Mr. Harmon said hospital administration should be approached with this concern.

Mr. Vanek:

- Said Manthei Development Company (MDC), weather permitting, will fine grade Magee Road next Wednesday and Thursday, and may pave during the weekend. Existing Magee Road will be barricaded at both ends when the realignment is complete. He is concerned because the Parks & Recreation Committee ~~haven't~~ hasn't arranged the parking lot entryway construction for beach access. County Commissioner Denny ~~Price~~ Jason will get plans to MDC.
- Reported H&D, Inc. incurred \$5,400.00 in Thumb Lake Road liquidated damages due to the base course delay. ~~Guardrail was pulled July 10th and is being~~ Old guardrail was removed July 10th, new guardrail is being installed over the next 4-5 days.
- Reported Pinehurst Shores Subdivision paving is complete and has received many ~~pleasurable~~ positive compliments.
- Said 2002 gravel project obligations are well underway; gravel and re-seal obligations should be complete by late September or early October 2003.

Commissioner Ogden moved to award the following bids per township requests to low bidder H&D, Inc., seconded by Commissioner Way.

Evangeline Township:

Wildwood Harbor Road overlay bid: \$100,841.50 engineer estimate: \$116,100.00

Old Horton Bay Road wedging bid: \$ 98,281.50 engineer estimate: \$114,500.00

Eveline Township:

Lakeshore Drive wedging & overlay bid: \$113,911.20 engineer estimate: \$139,500.00

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

All present discussed DEQ Soil Erosion and Sedimentation Policy, which road commissions statewide are required to adopt. CRCC adopted the Charlevoix County Soil Erosion and Sedimentation Policy ~~earlier this year~~ in 2000. ~~The DEQ advised CCRC to keep both policies for legal requirements, but stated the DEQ policy prevails when there is a conflict~~ The DEQ advised CCRC not to use county Soil Erosion and Sedimentation Policy. The staff will write use of both policies into specifications, but where conflict arises, the most stringent requirements prevail. Commissioner Roloff believes the County policy presides in a conflict.

Mr. Harmon said Hayes Township resident and taxpayer Steve Smith is upset about newly constructed Burgess Road condition. Mr. Vanek visually inspected the road and feels it rides nice, drainage is sufficient, etc. He will purchase a 10' straight edge and use it along with CCRC smart level to investigate complaint.

Commissioner Way moved to pay bills totaling \$120,821.54, seconded by Commissioner Ogden.

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – 0 Motion carried.

Chairman Saunders adjourned the meeting at 12:00 noon.

NOTE: Following the meeting, Commissioners Saunders and Ogden, Mr. Harmon and Mr. Vanek visited Loening residence at Pinehurst Shores subdivision to investigate the drainage complaint referenced on page 1.

JUNE 23, 2003

Chairman Saunders called the meeting to order at 9:00 AM.

Chairman Saunders, Commissioners Way and Ogden, Charlevoix County Commissioner Shirley Roloff, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Marion Township supervisor Bud Boss, Land Services, Inc. representative Joe Holt, Boss Engineering & Surveying representative Wayne Boss, CCRC Labor Attorney Michael Kluck, Korthase Insurance, Inc. representative Alicia Grant and Petoskey News-Review reporter Fred Gray. Additional people attending bid openings: Eveline Township supervisor Dan Skrzeczkoski and H&D, Inc. representative Tim Burger.

Commissioner Ogden moved to approve June 09, 2003 regular meeting with the following changes, seconded by Commissioner Way.

Page 1, line 46: change "NDG" to "Northwest Design Group"

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

Bud Boss:

- Requested primary Black Road improvement update. The Board will discuss funding and make a determination later today.
- Requested Barnard Road south bituminous wedging, overlay and necessary ditching bids (1.82 miles). Mr. Harmon stated ditching cost is approximately \$2,000.00 and wasn't included in the original estimate.

Commissioner Ogden moved to open South Barnard Road project, Marion Township, bids at 10:30 AM Thursday, July 17, 2003, seconded by Commissioner Way (engineers estimate: \$112,000.00 plus approximately \$2,000.00 for ditch work).

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

Mr. Harmon:

- Informed all present there is bad material in areas of South Barnard Road, which Marion Township does not want removed. Specific wording will be written into contract.

- Informed all present CCRC owns mineral rights in Huffman Lake Road right-of-way, Hudson Township (approximately 1 acre). Land Services, Inc. would like CCRC to sign oil & gas 3-year lease (and as long thereafter as production permits) to tie into other area gas well leases. Commissioner Ogden noted property description deviations from Equalization Department property description; Mr. Hold will correct errors and resubmit to Mr. Harmon.

Commissioner Way ~~authorized~~ moved to authorize the manager to sign Land Services, Inc. Oil and Gas Lease agreement upon property description correction, seconded by Commissioner Ogden.

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

Commissioner Way moved to change July 14, 2003 regular meeting to 9:00 AM Friday, July 11, 2003 to oblige manager vacation request, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to award Thumb Lake Road crossing North Branch Boyne River project to low bidder L.W. Lamb (\$243,904.50), seconded by Commissioner Way. (Engineer’s estimate: \$290,352.00).

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

10:00 AM: Old Horton Bay Road wedging bids (Evangeline Township-engineers estimate \$114,500.00), Wildwood Harbor Road wedging & overlay bids (Evangeline Township-engineers estimate \$116,100.00) and Lake Shore Drive overlay bids (Eveline Township-engineers estimate \$139,500.00).

<u>PROJECT</u>	<u>CONTRACTOR</u>	<u>BID</u>	<u>COMPLETION DATE</u>
Old Horton Bay Road (wedging)	H&D, Inc.	\$ 98,281.50	September 15, 2003
	Rieth-Riley Construction	\$125,536.30	September 15, 2003
	Payne & Dolan, Inc.	\$155,630.25	September 15, 2003
Wildwood Harbor Rd. (wedging/overlay)	H&D, Inc.	\$100,841.50	September 15, 2003
	Rieth-Riley Construction	\$136,127.52	September 15, 2003
	Payne & Dolan, Inc.	\$139,578.00	September 15, 2003
Lake Shore Drive (overlay)	H&D, Inc.	\$113,911.20	September 29, 2003
	Rieth-Riley Construction	\$158,980.00	September 29, 2003
	Payne & Dolan, Inc.	\$160,771.05	September 29, 2003

Mr. Harmon said Ironton garage salt storage shed would begin first; Boyne City garage location is awaiting City of Boyne City-Zoning Board permit approval. Even so, the Vassar Building Center, Inc. owner feels very comfortable with specified completion date.

Commissioner Ogden moved to award Salt Storage shed construction (Boyne City and Ironton garages) to low bidder Vassar Building Center, Inc. (Total: \$715,536.00; CCRC share \$428,210.08; MDOT share \$287,325.92), seconded by Commissioner Way. (Engineers estimate approximately \$915,000.00).

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

Mr. Skrzeczkoski asked if CCRC plans to repair damaged lawn from Mountain Road logging truck rollover accident. Mr. Harmon said damage is not in CCRC right-of-way; property owner ~~company~~ insurance company should cover damages.

Regarding property need at Ironton garage, Wayne Boss presented all present with Dawson Way proposal. The Board will personally inspect property and seek Eveline Township assessor Dave Willson advice. Mr. Harmon will report to the Board after he completes Act 51 or Act 283 investigation (whichever specifically directs road commissions on property purchase and sale) and proposal discussion with CCRC Attorney Joel Wurster.

Commissioner Ogden moved to award the following bids contingent upon receipt of written township approvals, seconded by Commissioner Way.

Evangeline Township:	Old Horton Bay Road	low bidder H&D, Inc.	\$ 98,281.50
Evangeline Township:	Wildwood Harbor Road	low bidder H&D, Inc.	\$100,841.50
Eveline Township:	Lake Shore Drive	low bidder H&D, Inc.	\$113,911.20

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

Commissioner Way moved to hold regular meeting September 22, 2003 at 10:00 AM and to hold Mrs. Reddings Trail proposed designation as a Natural Beauty Road public hearing at 11:00 AM at Peaine Township Hall, Beaver Island, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to open Loeb Road, Klooster Road, Mascho Road and Phelps Road re-seal bids, Marion Township, at 10:15 AM Thursday, July 10, 2003, seconded by Commissioner Way.

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

Commissioner Way moved to adopt the following DEQ Soil Erosion & Sedimentation Control Procedures (Policy #03-2), seconded by Commissioner Ogden.

POLICY TITLE:

SOIL EROSION AND SEDIMENTATION
CONTROL PROCEDURES

INDEX NO.: #03-2

ADOPTED: June 23, 2003

SOIL EROSION AND SEDIMENTATION CONTROL PROCEDURES
For the

CHARLEVOIX COUNTY ROAD COMMISSION
June 23, 2003

INTRODUCTION

All requirements of Part 91, Soil Erosion and Sedimentation Control (SESC), of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (Part 91), and the administrative rules promulgated under the authority of Part 91 are included in this procedure by reference.

This procedure is adopted as a working document; its contents are intended to serve as guidance for all activities of the Charlevoix County Road Commission (hereafter referred to as the Agency), falling under the jurisdiction of Part 91. A copy of this procedure is provided to all Agency and contracted personnel engaged in any aspect of SESC. Those personnel are expected to understand and implement the contents of this procedure. Standards and specifications referenced in this procedure are available to all Agency and contracted personnel.

The goal of the Agency is an effective and economical SESC program to protect the soil, water, and other natural resources of Charlevoix County. Controlling erosion and off-site sedimentation is a high priority for all maintenance and new construction projects undertaken by, or performed under contract for, this Agency.

The Agency will anticipate and plan for potential SESC problems associated with all phases of a project, including clearing, rough grading, construction, final grading, restoration, and continuing site maintenance. All earthwork for construction or heavy maintenance projects is performed in accordance with a comprehensive SESC plan which meets the requirements of Rule 323.1703. Routine maintenance projects will be done in accordance with a comprehensive SESC plan or with established maintenance guidelines referenced in this procedure.

The SESC procedures of the Agency are subject to review by Agency staff and the Michigan Department of Environmental Quality (MDEQ). Procedures will be revised as standards and techniques for SESC evolve. Any revisions to the procedures must be reviewed and approved by the MDEQ prior to formal adoption.

All Agency personnel who make decisions regarding the design, inspection, or implementation of SESC measures must complete the MDEQ's SESC training and pass the final exam. This includes personnel in the following positions:

Staff Engineer and Road Foremen

~~(Please indicate the appropriate position title, such as manager, supervisor, engineer, foreman, inspector, etc. There may be one position or there may be several; you tell us.)~~

STANDARDS AND SPECIFICATIONS

The most recent versions of the documents listed below are available at the Agency, are routinely consulted by all staff, and guide the implementation of SESC measures:

1. Michigan Department of Transportation Specifications for SESC, including:
 - a. The most recent edition of Standard Specifications for Construction
 - b. Soil Erosion and Sedimentation Control Measures, Standard Plan R-96-C, or subsequent revisions
 - c. Soil Erosion and Sedimentation Control Manual
2. Michigan Department of Environmental Quality, Guidebook of Best Management Practices for Michigan Watersheds
3. The manufacturer's standards and specifications for SESC products

THE SOIL EROSION AND SEDIMENTATION PROCESS

Soil erosion is classified as either natural or accelerated. Natural erosion is a geological process facilitated by time, climate, and other environmental site conditions, which proceeds relatively independently of human activity. Accelerated soil erosion is a result of human activity. After soil has been exposed or topography altered, wind or moving water can rapidly move sediments into water bodies or onto adjacent property. Accelerated erosion and off-site sedimentation must be prevented during and after construction and maintenance activities.

Base erosion potential is the amount of erosion expected from a site after vegetation has been removed. Whenever and wherever possible, avoid construction or soil disturbance in locations with a high base erosion potential or a preexisting natural erosion condition. Such sites logically possess high-accelerated erosion potential; seek viable sites with lower erosion potential as alternatives.

The Agency will utilize slope and soil information to estimate the base erosion potential of the site. Information will be obtained from the county soil survey, topographic maps, and on-site analysis. The Revised Universal Soil Loss Equation (RUSLE) or other commonly accepted methods will be used in determining the project route and prescribing SESC measures.

The scheduling of a project, with respect to the growing season and accepted seeding dates, will be considered when selecting SESC measures for a project. Liberal use of erosion control blankets, securely anchored mulch, or other erosion resistant materials will be used when a project extends beyond the growing season.

PRINCIPLES OF SESC

The Agency recognizes seven basic principles of SESC:

1. Design and construct terrain features, such as slopes and drainageways, to minimize the erosion potential of the exposed site. Consider soil type, time of year, proximity to waterways, duration of exposure, length and steepness of the slope, and the anticipated volume and intensity of runoff.
 2. Minimize the area of unstabilized soils left unprotected from runoff and wind.
 3. Minimize the amount of time areas of unstabilized soils are exposed to erosive forces.
 4. As soon as it is practical after earth disturbance, protect exposed soils with temporary or permanent vegetation, mulch, or other approved erosion resistant material.
 5. Avoid concentrating runoff. If concentrated runoff is unavoidable, implement measures to reduce runoff to a non-erosive velocity.
 6. Trap eroded sediments on-site with temporary and permanent barriers, basins, or other sediment retention measures and allow for the controlled discharge of runoff at a non-erosive velocity.
 7. Implement a continuous inspection and maintenance procedure, which includes written documentation of the SESC actions.
- The foregoing principles guide the SESC decisions of the Agency during planning, design, and installation for both construction and maintenance sites and during the performance of routine maintenance tasks.

PLANNING AND DESIGN

Effective SESC begins with planning, including locating projects to best meet each project objective while minimizing the potential for erosion.

Minimize the number of stream crossings to reduce disturbance to streams and protect water quality. When a stream crossing is necessary, locate it at a stable reach of the stream and either at a right angle to the direction of flow or so the culvert or waterway opening is aligned to accommodate the natural course of the stream. If possible, avoid project locations which encroach on lakes, streams, floodplains, or wetlands. Structures placed below the ordinary high water mark, encroachments into floodplains, potential impediments to navigation or riparian rights, or changes to channel characteristics must have approval of local, state, or federal authorities as appropriate.

Develop a comprehensive SESC plan in accordance with Rule 323.1703 for incorporation into the design plans for all phases of all projects. Clearly show the scope, location, and installation details for all SESC measures on the plans, in the specifications, and in the special guidelines for in-house or contracted construction and maintenance projects. Provide a section in the plans to list miscellaneous quantities of SESC materials to address unanticipated control requirements. In addition, include a construction sequence which specifically schedules the installation and maintenance requirements of each temporary and permanent SESC measure included in the design.

Emphasize the placement and maintenance of both temporary and permanent SESC measures on plans and guidelines, and handle as bid items in contracts when feasible. Contracts will specify that temporary SESC measures shall be installed prior to, or upon commencement of, earth change activity and shall be removed only after permanent SESC measures are in place and the site is stabilized. Permanent SESC measures shall be in accordance with the manufacturer's specifications and the guidelines set forth in the standards and specifications adopted by the Agency.

Install permanent SESC measures for all slopes, channels, ditches, or any disturbed land area within five (5) calendar days after final grading or completion of the final earth change. If permanent stabilization of a disturbed area is not possible upon completion of an earth change, maintain temporary SESC measures until the site is stabilized.

Select horizontal and vertical alignments of rights-of-way to avoid critically erodible sites along the proposed route and minimize disturbance to surface and groundwater flows. Alignments will be consistent with safety criteria and, to the extent possible, fit into the natural landscape to reduce the number and size of cuts and fills.

Control the concentration of water on slopes with infiltration areas, intercepting ditches, diversion berms, or drop structures with stable outlets. Reduce the concentration and velocity of runoff by use of horizontal surface roughening, reduction of effective slope length, and the prompt installation of mulch, geotextile, or other appropriate surface covering.

Design ditches and channels with the flattest side slopes permitted by the right-of-way (preferably 3H:1V, or flatter) and broad, flat or rounded bottoms. Channels shall be vegetated or armored with geotextile, riprap, or other suitable material as necessary to prevent erosion at anticipated flows.

Place check dams, sediment traps, or both, in combination to reduce runoff velocity and trap sediments in unstabilized ditches or channels. These devices may be either temporary or permanent, depending on the conditions at the site. Plans must include a routine inspection and maintenance schedule. Structures designed to trap sediments shall be cleaned out to full capacity when found to be 50 percent full and the sediment removed to an approved upland disposal site. Maintain check dam integrity and contours to ensure runoff does not create erosion by undermining or travelling around the ends of the structures.

Culverts and other structures placed in channels often constrict flood flows, increase water velocity, and increase the potential for erosion. In situations with such potential, protect the culvert or structure embankment slopes and the downstream channel and banks with riprap or other erosion resistant material. Design road crossings to locate culverts, bridges, or other in-stream structures to minimize changes to channel cross-section and orientation.

CONSTRUCTION

All phases of construction and in-house maintenance, including the installation and maintenance of SESC measures, will follow the schedule prescribed in the SESC plan or maintenance guidelines. The first step in the construction sequence is the placement of SESC measures around the perimeter of the proposed earth change to effectively prevent sediment from entering any lake, stream, wetland, or adjacent property. The construction sequence is completed by the conversion of temporary SESC measures to permanent controls and full stabilization of soils on the site.

Schedule and perform clearing operations to permit the timely and sequential installation of SESC measures. The maximum area of erodible soils exposed at any time will be based on site characteristics and stated in the phasing, staging, and sequencing section of plans or guidelines.

If embankment slopes terminate near a lake or stream, maintain or establish a protective buffer of vegetation between the water body and the disturbed area whenever feasible. Place silt fence or an equivalent SESC treatment at the toe of the disturbed portion of the embankment; additional courses of silt fence may be required along intermediate contours of long or steep slopes.

Perform all maintenance and new construction operations in the dry by placing cofferdams or similar structures around work done below the ordinary high water mark or legally established level of a lake.

When a temporary diversion channel is used, slopes of the channel must be stabilized with vegetation or erosion resistant materials before water is released to the channel. Install sediment traps, check dams, or filters in the channel to remove sediments from runoff which may leave the site or discharge to a water body.

Locate all stockpiles, waste material, and spoils in upland areas where they can be properly contained and will not erode into water bodies or on to adjacent properties.

Conduct site restoration and stabilization in a manner that ensures adequate temporary or permanent SESC measures are in place and functioning at the end of each workday.

INSPECTIONS

Agency personnel who have successfully completed the SESC training required by Section 9123 of Part 91 and passed the final exam are responsible for inspecting and documenting the condition of the SESC measures on a daily basis and initiating changes or maintenance if required.

Violations or problems with SESC measures are corrected immediately and both the problem and the corrective action are documented in an inspection report. General oversight and ultimate responsibility for inspections and compliance of all Agency operations resides with the Agency manager.

MAINTENANCE OF CONTROL MEASURES

Maintenance includes implementing necessary repairs or corrections to existing temporary or permanent SESC measures. Temporary SESC measures shall be maintained daily; permanent measures in need of repair shall be corrected within five (5) days of detection of the problem, unless the scope of the work or the season prevents such action. Implement temporary measures immediately to contain sediments from failed permanent measures and maintain temporary measures until the permanent measures are repaired.

Apply seed and mulch or plant other ground stabilizing vegetation immediately following final grading on all disturbed sites where the slopes are gentle enough to allow their effective use. Vegetative treatments shall follow guidelines published in the documents referenced elsewhere in this procedure. Use staked sod, geotextiles, riprap, or other suitable erosion control materials, as necessary, on steep slopes or other areas unsuitable for standard vegetative treatments. Length of slope, soil characteristics, and access for maintenance will influence the maximum slope suitable for standard vegetative treatments. Any slope steeper than 2H:1V should have structural treatments to reinforce or replace vegetation. Slopes steeper than 3H:1V may require structural treatments depending on site conditions. Use all products in accordance with the manufacturer's specifications.

MAINTENANCE CONSTRUCTION (HEAVY MAINTENANCE)

Plans are developed and SESC measures are implemented for maintenance construction and heavy maintenance in the same manner as for new construction. Plans shall meet the requirements set forth in Rule 323.1703. Inspect and document site conditions and maintain SESC measures on maintenance construction and heavy maintenance projects in the same manner as for new construction.

ROUTINE MAINTENANCE

Routine maintenance activities are subject to the same general SESC considerations as new construction or heavy maintenance. Typical routine maintenance tasks include, but are not limited to, the following:

- Road and shoulder grading
- Roadside ditch clean-out
- Cross drainage culvert, underdrain, bridge approach, and embankment repair or replacement
- Slope protection and washout repair

In lieu of developing formal SESC plans, the Agency will undertake the above listed activities in accordance with the following guidelines:

Road and Shoulder Grading

- a) For roads with ditches, grade to allow runoff to enter the ditch at points no closer than 100 feet from a lake or stream; this may require removal of berms formed between the road and the ditch.
- b) For roads without ditches, construct outlets to natural depressions or excavated sumps which allow runoff to leave the road at points no closer than 100 feet from a lake or stream.
- c) Conduct road grading operations adjacent to or crossing any watercourse in a manner which does not allow graded materials to enter directly or be carried by runoff into the watercourse. Direct road drainage to areas which allow runoff to filter through a vegetative buffer prior to entering any watercourse.

Roadside Ditch Clean-out

- a) Conduct ditching operations in the dry or in periods of low water flow.
- b) Leave at least 50 feet of natural vegetation between the terminus of ditching and any lake or stream.
- c) If existing vegetation is inadequate to filter sediments from runoff, install temporary or permanent check dams, sediment traps, or both.
- d) If it is necessary to remove the vegetated filter described in (a), do so only after the remainder of the ditch is revegetated and stabilized.
- e) Protect ditches with long slopes by leaving 20-foot long natural vegetation filters or constructing check dams at intervals not exceeding 2-feet of vertical drop or at lesser intervals if conditions dictate.
- f) Where possible, salvage topsoil and replace immediately upon completion of the ditching project or within five (5) days of earth disturbance on any portion of the project, whichever is less. Seed and mulch ditches within five (5) days of final grade.

Cross-Drainage Culvert, Underdrain, Bridge Approach, and Embankment Repair

- a) Isolate all work from flowing water.
- b) Stabilize culvert ends and areas below annual high water levels with riprap over geotextile and other suitable erosion resistant materials.

- c) Stabilize all disturbed areas above the annual high water mark with sod, seed, mulch, or other suitable erosion resistant material within five (5) days of final grade.
- d) Acquire all applicable permits from the Department of Environmental Quality under the provisions of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

Slope Protection and Washout Repair

- a) Isolate all work from flowing water.
- b) Immediately stabilize all disturbed areas with sod, seed, mulch, or other erosion resistant materials.
- c) Divert water flow away from the top of the slope or convey water downslope with a properly designed downdrain with a stable outlet until the area is stabilized.
- d) Additional SESC measures may be required for work on steep slopes or slopes located near lakes or streams.

COMPLIANCE AND ENFORCEMENT

The Agency is ultimately responsible for SESC practices undertaken by contractors working under the authorized public agency designation. Therefore, all contractors shall comply with this operating procedure. The Agency shall ensure that contracts include clear language describing the responsibility of contractors to comply with the operating procedure, the authority of the Agency to enforce compliance with the operating procedure, and the consequences for noncompliance.

Contractor compliance can be assured with contract language including, but not limited to, the following:

- Include separate line item values for the construction, installation, maintenance, and removal of temporary and permanent SESC measures. Failure to implement SESC per the contract will result in withholding payment, stopping work, or using the line item value to pay another company to implement SESC.
- The acquisition of a bond or letter of credit and implementation of actions comparable to those authorized by section 9119 of Part 91.
- The ability of the Agency to impose fines and assess the cost of actual damage if the contractor does not comply with the SESC requirements of the contract or Part 91.

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

Shelley Kondrat, Clerk

Mr. Harmon:

- Informed all present CRAM Deputy Director Ron DeCook has terminated his employment and is now employed by MDOT.
- Reported Thumb Lake Road base ~~course~~ course should begin Wednesday, June 25, 2003.
- Reported Pinehurst Shores paving project receives the topcoat today.
- Finalized Dvoracek correspondence and order, which will be mailed this week.

Commissioner Ogden moved to pay bills totaling \$121,859.44, seconded by Commissioner Way.

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – None Motion carried.

Commissioner Way moved to pay the following bills, seconded by Commissioner Ogden:

Bay Dust Control:	\$ 7,596.45
Bay Dust Control:	+ 7,511.45
Northwest Design Group:	+ 7,997.57
<u>Beckman Production:</u>	<u>+23,419.73</u>
TOTAL:	\$46,525.20

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – None Motion carried.

After financial discussion, the Board elected to have Mr. Vanek prepare Black Road reconstruction bid packet, Marion Township, for review, with an October 01, 2003 completion date. (Engineers estimate is \$74,200.00).

Commissioner Ogden moved to enter closed session at 11:15 AM to discuss Teamsters Local 214 labor contract negotiations, seconded by Commissioner Way.

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – None Motion carried.

Regular session resumed at 12:15 PM.

Chairman Saunders adjourned the meeting at 1:45 PM.

JUNE 9, 2003

Chairman Saunders called the meeting to order at 9:00 AM.

Chairman Saunders, Commissioners Way and Ogden, Charlevoix County Commissioners Shirley Roloff and Ron Reinhardt, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Eveline Township supervisor Dan Skrzeczkoski.

Commissioner Way moved to approve May 29, 2003 regular meeting minutes with the following changes, seconded by Commissioner Ogden.

Page 1, lines 2 & 3: delete "County Commissioner Shirley Roloff and James Vanek were absent."
Page 1, lines 2 & 3: add "Additional people listed below attended the public hearings: Chandler Township residents Irene Glazier, Gordon Wyllie, Dennis Howard, Fred Glazier & Doug Waldo, Hudson Township trustee Doris Glazier, and Lake Louise Christian Community (LLCC) representatives Bob Davis & Jim Herrington."

VOTE: Ayes – 3
Nays – 0
Motion carried.

All present discussed 2003 budget review.

Mr. Skrzeczkoski:

- Will meet with Mr. Harmon and Mr. Vanek in the near future to discuss Eveline Township road projects and concerns.
- Said CCRC Road Foreman Melvyn Thayer informed him the CEMEX gravel works great. Mr. Harmon said either CEMEX or 23A processed gravel is recommended.
- Asked when Ridge Road will be seal-coated. Mr. Harmon ordered stone last week; project won't interfere with July 4th holiday.
- Heard a rumor the Ironton Ferry may be shut down again. Mr. Harmon isn't aware of a shut down, though the clutch manufacturer's engineer is arriving Thursday, June 12, 2003 to investigate the problem.

Mr. Harmon:

- Continues to wait for necessary State information before hiring Beaver Island truck driver.
- Said a Peaine Township resident may petition to designate Mrs. Reddings Trail a natural beauty road. If so, a public hearing will be required and can be held in conjunction with CCRC Annual Fall Board Meeting at Peaine Township hall.
- Reported labor attorney Michael Kluck will attend June 23, 2003 regular meeting to discuss labor negotiations.

Commissioner Roloff said the county hired a full-time sheriff deputy exclusively for Beaver Island.

Mr. Vanek:

- Reported Thumb Lake Road is progressing slowly; most intersections are curbed and crushing & shaping will begin Monday. The pavement base coarse completion date is June 21, 2003 or liquidated damages begin.
- Reported stumps are removed from Magee Road relocation right-of-way. Peat and clay will be removed and backfill added; peat will be used for restoration. Mr. Vanek will inform the County Board of any additional charges.
- Reported Pinehurst Shores subdivision project began today. Mr. Vanek will do the inspections; ~~NDC~~ Northwest Design Group will conduct density tests, etc.

Commissioner Ogden moved to pay bills totaling \$30,738.27, seconded by Commissioner Way.

VOTE: Ayes – Saunders, Way, Ogden
Nays – 0
Motion carried.

Chairman Saunders adjourned the meeting at 11:05 AM.

MAY 29, 2003

Chairman Saunders called the meeting to order at 9:00 AM.

Chairman Saunders, Commissioners Way and Ogden, Patrick Harmon and Shelley Kondrat attended. ~~County Commissioner Shirley Roloff and James Vanok were absent~~ Additional people listed below attended the public hearings: Chandler Township residents Irene Glazier, Gordon Wyllie, Dennis Howard, Fred Glazier & Doug Waldo, Hudson Township trustee Doris Glazier, and Lake Louise Christian Community (LLCC) representatives Bob Davis & Jim Herrington.

Commissioner Way moved to approve May 12, 2003 regular meeting minutes with the following changes, seconded by Commissioner Ogden.

- Page 1, line 39: remove “; both were impressionable” from the sentence.
- Page 1, line 55: remove “and/or set time after construction start-up Construction” from sentence.
- Page 2, line 1: change “rejections” to “objections”
- Page 2, line 35: change “coated” to “coded”
- Page 2, line 39: delete last sentence.
- Page 2, line 54: change “CCRC Board agreed to withdraw their interest.” to “CCRC Board agrees not to incur further legal expense.”

VOTE: Ayes – 3
Nays – 0
Motion carried.

Commissioner Ogden moved to rename CCRC Policy #96-3 currently entitled “Sexual Harassment in the Workplace” to “Harassment in the Workplace”, seconded by Commissioner Way.

VOTE: Ayes – 3
Nays – 0
Motion carried.

Commissioner Ogden moved to designate Chairman Saunders as Michigan County Road Commission Self-Insurance Pool’s Annual July 17, 2003 Business Meeting voting delegate, seconded by Commissioner Way.

VOTE: Ayes – 3
Nays – 0
Motion carried.

Chairman Saunders moved to designate Commissioner Ogden as Michigan County Road Commission Self-Insurance Pool’s Annual July 17, 2003 Business Meeting alternate delegate, seconded by Commissioner Way.

VOTE: Ayes – 3
Nays – 0
Motion carried.

Commissioner Ogden moved to open Old Horton Bay Road (Evangeline Township) wedding bids, Wildwood Harbor Road (Evangeline Township) wedding & overlay bids and Lake Shore Drive (Eveline Township) overlay bids at 10:00 AM June 23, 2003, seconded by Commissioner Way.

VOTE: Ayes – 3
Nays – 0
Motion carried.

Mr. Harmon:

- Presented St. James Township request to place “No Parking” signs along Main Streets (the east, harbor side) between Forest Street and Bonner Street. He contacted the Michigan State Police for authorization.
- Reported Thumb Lake Road reconstruction and Magee Road relocation right-of-way tree removal is underway, both are progressing well.
- Said Beaver Island spring maintenance is complete, however, the grader will be there until Friday, May 30, 2003.

Commissioner Way:

- Asked about pending agenda item: Upgrade or Delete Brine Tank. Mr. Harmon said contractor has supplied storage tanks the last few years, but he would like to upgrade CCRC tanks when funding is available.
- A citizen told Commissioner Way that Dave Adams is doing a wonderful job; Beaver Island roads are in the best shape they’ve been in years.

Mr. Howard asked about intersection address number signs. Mr. Harmon and Mr. Vanek met with sign vendor; signs will be placed upon arrival at CCRC.

Chairman Saunders asked if Beaver Island truck driver position is filled. Mr. Harmon interviewed candidates and is awaiting State of Michigan information.

Recessed at 9:45 AM.
Resumed at 9:55 AM.

10:00 AM-Magee Road relocation public hearing, attended by Chandler Township residents Irene Glazier, Gordon Wyllie, Dennis Howard, Fred Glazier & Doug Waldo, Hudson Township trustee Doris Glazier, and Lake Louise Christian Community (LLCC) representatives Bob Davis & Jim Herrington.

Mr. Harmon presented plans and explained alignments, elevations, cross sections, driveway relocations, cross culvert installation, etc. He stated existing Magee Road north and south end rights-of-way were traded for Magee Road relocation right-of-way. Pavement width will be 24’ with gravel shoulders and there will be two accesses to beach parking areas (for which CCRC is not responsible). Mr. Harmon assured all present the public will have beach access.

Attendees concerned with parking areas and beach access must contact the Charlevoix County Parks & Recreation Committee.

Recessed at 10:20 AM.

10:20 AM-Thumb Lake Road crossing North Branch Boyne River culvert replacement public hearing, attended by Chandler Township residents Irene Glazier, Gordon Wyllie, Dennis Howard, Fred Glazier & Doug Waldo, Hudson Township trustee Doris Glazier, and Lake Louise Christian Community (LLCC) representatives Bob Davis & Jim Herrington.

Mr. Vanek applied for and received a grant from the Michigan State Police Mitigation Fund. Mr. Harmon presented and explained plans. The detour (Thumb Lake Road-Springbrook Road-Skop Road-US131) will be in effect during 2-month reconstruction period (twin culvert removal; bridge placement). Work commences on or after August 04, 2003.

Mr. Howard asked if roadbed would be raised. Mr. Harmon said 16”-18”, which will tie directly into Thumb Lake Road proposed 2005 reconstruction (Slashing Road to US131). Thumb Lake Road will be a Class A road upon full-length reconstruction. Chairman Saunders explained ISTEA restrictions and voting system. Commissioner Way noted road repair funding is insufficient, though the State found \$10 million for the US131 bypass study.

Thumb Lake Road public hearing adjourned at 10:30 AM.
Magee Road public hearing resumed at 10:30 AM.

Mr. Harmon explained today’s public hearing concerns Magee Road relocation only. Magee Road abandonment public hearing will be held after construction is complete. The Parks & Recreation Committee applied for a DNR park development grant, but was denied until Magee Road completely relocated. The Charlevoix County Parks & Recreation Committee will re-submit grant application.

All present discussed problems with late night beach parties and loud music; park rules should be posted and entrance-gates locked at closing time. Mr. Harmon said law enforcement should be notified if problems occur.

Magee Road public hearing adjourned at 10:50 AM.

Mrs. Glazier said Magee Road (south) culvert sticks up in the road. Mr. Harmon said CCRC has repair planned.

Recessed at 10:50 AM.

Resumed at 10:55 AM.

Commissioner Way moved to pay bills totaling \$133,276.83, seconded by Commissioner Ogden.

VOTE: Ayes – Saunders, Way, Ogden

Nays – 0

Motion carried.

Chairman Saunders adjourned the meeting at 11:35 AM.

MAY 12, 2003

Chairman Saunders called the meeting to order at 9:00 AM.

Chairman Saunders, Commissioners Way and Ogden, Charlevoix County Commissioner Shirley Roloff, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Eveline Township Supervisor Dan Skrzeczkoski and Petoskey News-Review reporter Fred Gray.

Commissioner Ogden moved to approve April 28, 2003 regular meeting minutes with the following changes, seconded by Commissioner Way.

Page 1, line 24: add "Lake Louise" before "Christian Community"

Page 1, line 25: add "Lake Louise" before "Christian Community"

Page 3, line 27: removed second sentence entirely

VOTE: Ayes – 3

Nays – 0

Motion carried.

Commissioner Way moved to adopt the Privacy Policy for Employee Health Plan and the Health Plan Document Amendment Privacy of PHI as part of Charlevoix County Road Commission Policy # 2003-1 (copies attached), seconded by Commissioner Ogden.

VOTE: Ayes – Saunders, Way, Ogden

Nays – None

Motion carried.

Commissioner Ogden moved to designate the Administrative Assistant to serve as the Privacy Officer for the health plan established by the Charlevoix County Road Commission for its employees. The Privacy Officer will be responsible for the Charlevoix County Road Commission Health Plan's HIPAA privacy compliance program. A list of the duties of this position is attached and shall be part of this resolution, seconded by Commissioner Way.

VOTE: Ayes – Saunders, Way, Ogden

Nays – None

Motion carried.

Chairman Saunders explained his one-year appointment to the County Road Association of Michigan (CRAM) Public Relations Education Committee, entailing 4-5 meetings; all present support the appointment.

Mr. Harmon:

- Visited Beaver Island May 8th and interviewed two truck driver applicants; ~~both were impressive~~. He must wait for profile and drivers license results before he makes a decision.

- Said the mainland crew arrived on Beaver Island May 5th to assist with spring maintenance; a lot of progress is being made.
- Reported Thumb Lake Road reconstruction should begin this week.
- Reported Magee Road relocation can begin upon receiving Lake Louise Christian Community paperwork.
- Brine application began last week.

Commissioner Roloff said CCRC will be refunded expenses incurred during 2003 House and Hazardous Waste Material recycling.

9:30 AM: Northwest Design Group (NDG) engineers Howard Haselschwardt, Jason Porath and Amanda Denise to present final plans.

- Thumb Lake Road crossing North Branch Boyne River. Mr. Porath said project schedule dates are May 28, 2003-Advertise for Bids; June 16, 2003-Open Bids; June 23, 2003-Award Construction Contract; August 04, 2003-Start Construction; November 15, 2003 ~~and/or set time after construction start up~~ Construction Completion Date (final cost estimate is \$290,000.00). He said the MDEQ Hydraulics Unit has sent public notices to adjacent landowners and if no ~~rejection~~ objections, permit should be approved within 20 days. Mr. Porath presented and explained the final plans, which the Board, Mr. Harmon and Mr. Vanek signed.
- Salt Storage Buildings: Mrs. Denise said project schedule dates are: May 16-June 09, 2003-Advertising; June 16, 2003-Bid Opening; June 23, 2003-Notice of Award; October 31, 2003-Substantial Completion; November 14, 2003-Completion. She presented and explained plans at both locations. For estimate, she used percentages from MDOT contract for CCRC financial obligation (Boyne City building-64%; Ironton building-56%), and MDOT \$43.00/sq. ft. average cost per building. The final turnkey estimate is:

<u>SITE</u>	<u>TOTAL</u>	<u>CCRC</u>	<u>MDOT</u>
Boyne City	\$434,879.00	\$278,322.56	\$156,556.44
Ironton	<u>\$477,064.00</u>	<u>\$267,155.84</u>	<u>\$209,908.16</u>
Totals:	\$911,943.00	\$545,478.40	\$366,464.60

Commissioner Ogden moved to open Thumb Lake Road crossing North Branch Boyne River bids at 2:00 PM June 16, 2003, seconded by Commissioner Way.

VOTE: Ayes – 3
 Nays – 0
 Motion carried.

Commissioner Way moved to open Salt Storage Building construction bids at 2:15 PM June 16, 2003, seconded by Commissioner Ogden.

VOTE: Ayes – 3
 Nays – 0
 Motion carried.

Recessed at 10:30 AM; resumed at 10:40 AM.

Mr. Skrzeczkoski:

- Thanked all present for support through recall turmoil.
- Asked about Ironton Ferry being down. Shop foreman Mick Luchenbill informed Mr. Harmon the new pre-assembled clutches malfunctioned. He will correct the problem as quickly as possible.
- Inquired about brine. Mr. Harmon said Eveline Township would begin next week and requested color-~~coated~~ coded application maps.
- Discussed Lakeshore Drive \$133,370.00 wedging, widening and 1" overlay with Mr. Vanek. Mr. Harmon said cross culvert should be installed in conjunction with project (Road Commission expense). He will present to Eveline Township Board May 13, 2003, along with Ridge Road \$25,834.75 re-seal estimate. ~~Mr. Harmon said culvert to lake should be installed~~
- Requested meeting with Mr. Harmon and Mr. Vanek within 2 weeks to discuss "odds and ends".
- Asked about Phelps Road (west end); Mr. Harmon said gravel will be applied this season.
- Asked about Sanderson Road north; Mr. Harmon said crown was fixed with grader and tractor & disc.
- Said residents requested cost to totally reconstruct and pave Sanderson Road south; Mr. Vanek will prepare estimate.

- Said residents expressed thanks for Advance-East Jordan Road speed limit sign.

Mr. Vanek reported Thumb Lake Road reconstruction ditch and station staking is complete. He meets with H&D, Inc., NDG and utility companies today to make sure there are no conflicts. He added the special snowmobile crossing material would be replaced after paving.

The Board discussed the Emmet CRC May 09, 2003 meeting regarding Bear River Road ending at Walloon Lake. Their attorney said a judge would most likely not re-open the case unless new evidence is presented or fraud is proven (agreeing with CCRC Attorney Joel Wurster). ~~CCRC Board agreed to withdraw their interest~~ agrees not to incur further legal expense.

Commissioner Ogden volunteered to assist Mr. Harmon with financial request letter to County Board.

Commissioner Way will present 2002 CCRC Financial Statements to County Board at 7:00 PM May 28, 2003 at the Boyne City Hall. Full Board, Mr. Harmon and Mrs. Kondrat will attend.

Commissioner Ogden moved to pay bills totaling \$60,170.31, seconded by Commissioner Way.

VOTE: Ayes – Saunders, Way, Ogden
Nays – None
Motion carried.

Mr. Harmon said Aurora Energy plans to install gas wells near Townhall Road, Hudson Township, which is currently gated off by the Diesenroth residence. Aurora Energy agreed to fund Townhall Road relocation.

Chairman Saunders adjourned the meeting at 11:45 AM.

APRIL 28, 2003

Chairman Saunders called the meeting to order at 9:00 AM.

Chairman Saunders, Commissioners Way and Ogden, Charlevoix County Commissioner Shirley Roloff, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Petoskey News-Review reporter Fred Gray.

Commissioner Way moved to approve April 16, 2003 regular meeting minutes with the following changes, seconded by Commissioner Ogden.

Page 1, line 23: change "highest possible unit numbers." to "last years unit costs."
Page 1, line 53: change "tile" to "culvert"
Page 2, line 19: change "loss" to "lost"
Page 2, line 21: change "minutes" to "motions"
Page 2, line 22: add "Mason's" before "Rules of Orders"
Page 2, line 34: change "MIONSHA" to "MIOSHA"
Page 2, line 48: change "Mary" to "May"
Page 2, line 49: change "CCRC is in dire need to tractor mowers" to "CCRC needs tractor mowers"

VOTE: Ayes – 3
Nays – 0
Motion carried.

Mr. Harmon and Mr. Vanek attended Charlevoix County Board and Parks & Recreation Committee meetings last week; the County Board voted unanimously to begin Magee Road relocation project. Mr. Harmon advised CCRC Board not to award Magee Road relocation bid until he receives necessary Lake Louise Christian Community paperwork. Meanwhile, Mr. Harmon and Mr. Vanek will meet with Lake Louise Christian Community and their forester to discuss paperwork and tree removal.

Commissioner Ogden moved to 1) change 9:00 AM May 27, 2003 regular meeting to 9:00 AM May 29, 2003, 2) hold Magee Road relocation Public Hearing at 10:00 AM May 29, 2003, and 3) hold Thumb Lake Road crossing north branch Boyne River public hearing at 10:15 AM May 29, 2003, seconded by Commissioner Way.

VOTE: Ayes – 3
Nays – 0
Motion carried.

Commissioner Way said the County Board hired Mr. Ross Maxwell for the Whiting County Park and Lake Louise County Park manager position; his credentials are excellent.

Mr. Vanek presented Black Road \$74,186.00 (includes \$4,000.00 contingencies) engineers estimate, explaining Marion Township portion (\$26,075.00) vs. CCRC portion (\$44,111.00). The Board will discuss Black Road reconstruction funding after receiving Salt Storage Building bids.

9:30 AM – Northwest Design Group (NDG) engineers Howard Haselschwardt and Jason Fate presented Thumb Lake Road crossing north branch Boyne River progress report. Mr. Fate and NDG engineer Lucas Porath are in contact with MDEQ representative Duke Domke and have applied for permit. (Important dates: May 12, 2003 final plan review; May 28, 2003 set bid date; June 25, 2003 open bids, July 14, 2003 award bid).

Commissioner Way moved to award Donnegan Bay trail construction \$174,297.20 bid to H&D, Inc., seconded by Commissioner Ogden.

VOTE: Ayes – 3
Nays – 0
Motion carried.

CCRC Shop Foreman Mick Luchenbill said the Ironton Ferry should have final Coast Guard inspection and be ready to open Monday, May 05, 2003. Commissioner Way thanked Mr. Gray for an excellent job reporting the Ironton Ferry situation. He stated there is no one to blame for the late opening date. In April the Transportation Authority decided to paint the ferry. Uncooperative weather and a poor recommendation from the paint salesman have slowed progress.

Commissioner Roloff:

- Inquired as to truck driver opening at CCRC Beaver Island garage. Mr. Harmon has accepted applications and will begin interviews next week. He reported CCRC mainland crew arrives on Beaver Island May 5, 2003 to begin three week spring maintenance and gravel application.
- A Klooster Road resident asked why road is maintained in the summer, but not snowplowed. Mr. Harmon stated said section is seasonal road.
- Reported Tim Matchett is the new Marion Township clerk and Bob Drebenstedt is the new Marion Township trustee.

Mr. Vanek reported Old Mackinaw Trail crossing Moyer Creek box culvert replacement is complete. He and Mr. Harmon praised CCRC road foreman and crew for performing an orderly and uneventful job.

Commissioner Ogden moved to approve up to 30% fund transfer from the Primary Road Fund to the Local Road Fund, and to transfer funds from the County Road Fund to the Local Road Fund as necessary for the fiscal year ending December 31, 2002, seconded by Commissioner Way.

VOTE: Ayes – Saunders, Way, Ogden
Nays – None
Motion carried.

10:30 AM-State Street proposed abandonment public hearing attended by Melrose Township fire captain Robert Barnes and resident John Platenik. Mr. Harmon explained abandonment request to all present. No written public comments were received, nor were there any verbal public comments. He said Circuit Court is not involved because said right-of-way isn't included in the Village of Talcott plat. Mr. Barnes presented Mr. Harmon with legal survey copy.

RESOLUTION TO ABANDON STATE STREET

Commissioner Ogden moved to adopt the following RESOLUTION, seconded by Commissioner Way.

The Charlevoix County Road Commission has jurisdiction of State Street between M-75 and Walloon Street in Walloon Lake Village (formerly known as the Village of Talcott), Melrose Township, Charlevoix County, specifically described as follows:

BEGINNING at a ½" rod at the Southeasterly corner of Lot 1 of Lee & Montague's Addition to the Village of Talcott, according to the plat thereof, recorded in the office of the Register of Deeds for Charlevoix County, Michigan; thence along the Northwesterly line of State Street North 47°44'21" East 199.20 feet, (recorded as North 47°00' East 198.99 feet) to a ¾" pipe at the Southeast corner of Lot 37 of said plat; thence continuing along said street line North 47°04'23" East 199.71 feet, (recorded as North 47°00' East 198.99 feet) to the South line of Walloon Street; thence along the South line of Walloon Street North 89°00'00" East 100.74 feet to the Southeasterly line of State Street; thence along said street line South 47°20'34" West 186.36 feet to a 5/8" rod; thence continuing along said street line South 47°23'36" West 209.44 feet, (recorded As 210.00 feet) to a ½" rod on the North line of North Shore Drive (Highway M-75); thence along the North line of North Shore Drive South 87°57'33" West 103.25 feet to the POINT OF BEGINNING, Being a part of State Street as existing in part of the Northeast ¼ of the Southwest ¼ of Section 9, Township 33 North, Range 5 West and containing 0.607 acres. (Abandoned length is 395.8 feet or .07 miles).

WHEREAS, the Road Commission closed the above described section of State Street to public travel October 10, 1989 due to numerous vehicle collisions at the intersection of M-75, and has since been unused, and as there are alternate routes available, the Board has determined it is in the best public interest to abandon the above described road section.

THEREFORE, BE IT RESOLVED, this Board absolutely abandons and discontinues the above described road section for roadway purposes effective April 28, 2003.

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

BE IT FURTHER RESOLVED, the Charlevoix County Road Commission Clerk shall provide RESOLUTION copy to the Charlevoix County Register of Deeds, to the proper highway authorities, to the Melrose Township Supervisor and to the Melrose Township Clerk.

I hereby certify the Charlevoix County Road Commission Board adopted this RESOLUTION April 28, 2003 with the following vote:

YEAS: Saunders, Way, Ogden
NAYS: None.

Shelley Kondrat, Clerk

Mrs. Kondrat will advertise abandonment in the Petoskey News-Review once per week for three consecutive weeks.

Public hearing completed at 10:36 AM.

All present discussed Bear River Road public hearing at Emmet CRC. ~~Charlevoix CRC Bear River Road portion was abandoned in Appellate Court and will be discussed at regular May 12, 2003 Board meeting.~~ The Board continues to favor keeping road open to the public, but cannot lend financial support. Mr. Harmon and Mr. Vanek will investigate grant funding from CRAM, MTA, MUCC, etc. and report to Board.

Commissioner Ogden moved to pay bills totaling \$45,285.30, seconded by Commissioner Way.

VOTE: Ayes – Saunders, Way, Ogden
Nays – 0
Motion carried.

CCRC Administrative Assistant Katie Clark presented CCRC Newsletter for review, explaining initial circulation to employees, then branching out to the County Board, Township officials, and possibly the public.

Mrs. Kondrat will arrange CCRC audit presentation to County Board. "Review 2002" flyer will be presented, along with all final 2002 construction reports and newsletter.

11:00 AM – Fred Gardner, CPA presented CCRC 2002 financial statements. Mr. Gardner presented Power Point presentation, and explained 2003 GASB 34 implementation.

Chairman Saunders adjourned the meeting at 12:00 noon.

APRIL 16, 2003

Chairman Saunders called the meeting to order at 9:00 AM.

Chairman Saunders, Commissioners Way and Ogden, Charlevoix County Commissioner Ron Reinhardt, Patrick Harmon, James Vanek and Shelley Kondrat attended.

Commissioner Ogden moved to approve March 24, 2003 regular meeting minutes with the following changes, seconded by Commissioner Way.

- Page 2, line 12: delete "right away, which is a critical path to complete."
- Page 3, line 23: add "dust problems caused by re-seal" between "Bracey Road" and "ending at"
- Page 3, line 35: change "Way" to "Ogden"
- Page 3, line 36: change "Ogden" to "Way"

VOTE: Ayes – 3
Nays – 0
Motion carried.

Mr. Vanek presented Donnegal Bay Trail bid tabulations and Gary Vogt correspondence. The manager and the clerk signed Donnegal Bay Trail MDOT contract and mailed April 16, 2003. Bid will be awarded upon MDOT authorization.

Mr. Vanek presented Magee Road relocation bid tabulations, explaining engineer's \$260,274.00 estimate was high due to using highest possible unit numbers last years unit costs. Mr. Harmon and Mr. Vanek will attend 7:00 PM April 23, 2003 County Board regular meeting to review bids and obtain County Board bid award recommendation. CCRC Board will award bid at April 28, 2003 regular meeting.

Commissioner Ogden moved to repay \$100,000.00 from the General Fund to the Salt Storage Building Fund, leaving a \$100,000.00 balance due, seconded by Commissioner Way.

VOTE: Ayes – Saunders, Way, Ogden
Nays – None
Motion carried.

Commissioner Way moved to pay Michigan County Road Commission Self-Insurance Pool (MCRCSIP) \$140,897.92 annual liability insurance, seconded by Commissioner Ogden.

VOTE: Ayes – Saunders, Way, Ogden
Nays – None
Motion carried.

Mr. Harmon and Mr. Vanek met with several Bracey Road residents to discuss excess dust from Bracey Road ending at Lake Charlevoix 2002 re-seal project; CCRC will hire contractor to sweep excess slag from Bracey Road surface. Future contractor re-seal projects will require sweeping excess material.

Mr. Harmon reported Old Mackinaw Trail culvert is on-site and will be installed next week, or when weather permits (DNR permit has been obtained). Tri-County Excavating will remove current cement box and CCRC trucks will haul material away.

Mr. Harmon and Mr. Vanek viewed Lake Shore Drive with Eveline Township supervisor Dan Skrzeczkoski yesterday to review shoulder widening and paving project. They decided to wedge in 4' wide shoulders, leaving 11' driving lanes with

fog lines. Bid documents will reflect two options; wedging with overlay in the same year, or wedging with re-seal the following year (Eveline Township funding 100%). Bid documents will also include cross ~~the~~ culvert to the lake (CCRC funding 100%). Completed project will be 30' road surface, 11' driving lanes with 4' shoulders.

Mr. Vanek contacted the State Police regarding the Thumb Lake Road crossing north branch Boyne River grant. They are rearranging their funds and CCRC can get up to \$70,000.00 more for said project. Engineer estimate is \$290,000.00 includes engineering, construction and contingencies; the total grant is \$279,650.00 (includes the additional \$70,000.00). Additional positive is statewide construction bids have been 35% to 40% under engineers estimates. 50% of grant can be received up front, and there is a two-week turn-around for additional progress billings. Mr. Haselschwardt and Mr. Vanek will have bid documents ready for April 28, 2003 Board review.

Chairman Saunders will attend August 5-7, 2003 Muskegon County Road Commission Safety Conference if CCRC employee is unable to attend.

Commissioner Ogden:

- Birch Terrace driveway permit application has been approved. Developer purchased easement to allow 30' turn radius required in CCRC specifications.
- County Board Magee Road resolution includes both relocation, and park entrance and parking lot. He wants to make sure County Board understands the Road Commission cannot legally spend funds out of CCRC rights-of-way. Commissioner Reinhardt understands Magee Road relocation is CCRC responsibility, while park entrance and parking lot bid and construction responsibility belongs to Charlevoix County Parks and Recreation Board.
- Noted CCRC is in the lowest six for ~~loss~~ lost time accidents in MCRCSIP.

Commissioner Way asked why Charlevoix County Board ~~minutes~~ motions are never seconded. Commissioner Reinhardt explained the county follows Mason's Rules of Orders, which requires the motion, discussion and the vote.

Commissioner Way moved to change 9:00 AM May 26, 2003 regular meeting to 9:00 AM May 27, 2003 in observation of Memorial Day, seconded by Commissioner Ogden.

VOTE: Ayes – 3
Nays – 0
Motion carried.

Commissioner Saunders:

- Came upon CCRC patching crew and couldn't see their vest colors at all until he was right near them. Mr. Harmon explained ~~MIONSHA~~ MIOSHA just changed safety vest rules, and CCRC stock clerk Ken Howard has information and is ordering new 360° vests to comply.
- Discussed Roberts Rules of Parliamentary Procedures with all present.
- Informed all present entities violating Open Meetings Act are solely responsible for fines; Insurance companies don't cover such claims.
- Noted a motion isn't required to return to regular session from closed session (just note "Board is back in regular session").
- If any CCRC Commissioner authorizes any purchase, the Road Commission is responsible to pay the bill.
- Public comment legally cannot be denied, but can be limited to 2-3 minutes.

Mr. Harmon:

- Informed all present MCRCSIP Pool Cue newsletter noted Safety Award Plaque presented to Dave Adams on April 09, 2003, praising his quick thinking which resulted in saving a CCRC truck from burning up.
- Informed all present 3 trucks, 1 grader, 1 loader and a small crew are being sent to Beaver Island for 3 weeks beginning ~~May~~ May 05, 2003.
- Explained CCRC ~~is in dire need to~~ needs tractor mowers; Shop Foreman Mick Luchenbill is presently writing specifications. He noted Antrim CRC purchased John Deere 100 hp tractor for \$70,000.00 last year through the Government Purchasing Program.
- Will prepare correspondence to Charlevoix County Board requesting equipment funding assistance.
- Said Ironton Ferry engine running test went well (idling oil pressure: 65 lbs.; revved up oil pressure: 90 lbs.) The ferry should be in operation by April month-end.
- Request vacation leave May 16 through May 23, 2003; the Board granted request.

Commissioner Reinhardt said the local Michigan Township Association is investigating hotel tax revenue in the event a county hotel tax is implemented.

Mr. Vanek will have Black Road reconstruction information and Marion Township re-seal request information for April 28, 2003 review.

Commissioner Ogden moved to pay Custom Coating \$4,725.00 invoice #158071, seconded by Commissioner Way.

VOTE: Ayes – Saunders, Way, Ogden
Nays – None
Motion carried.

Commissioner Way moved to pay bills totaling \$131,095.18, seconded by Commissioner Ogden.

VOTE: Ayes – Saunders, Way, Ogden
Nays – None
Motion carried.

Chairman Saunders adjourned the meeting at 11:45 AM.

MARCH 24, 2003

Chairman Saunders called the meeting to order at 9:00 AM.

Chairman Saunders, Commissioners Way and Ogden, Charlevoix County Commissioners Shirley Roloff and Ron Reinhardt, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Marion Township supervisor Wilson “Bud” Boss, Eveline Township supervisor Dan Skrzeczkoski, Boss Engineering & Surveying representative and Norwood Township supervisor Wayne Boss, Northwest Design Group (NDG) representatives Howard Haselschwardt, Lucas Porath & Jason Fate and Petoskey News-Review reporter Fred Gray.

Commissioner Way moved to approve March 11, 2003 regular meeting minutes with the following changes, seconded by Commissioner Ogden.

Page 1, line 41: replace “developer” with “Mobile Marine”
Page 2, line 4: remove “I.” after “Patrick”
Page 2, line 26: insert “Granholm” after “Governor”
Page 2, line 34: change “Ayes – 3” to “Ayes – 2”; add “Absent – 1” line below “Nays – 0”

VOTE: Ayes – 3
Nays – 0
Motion carried.

Commissioner Ogden moved to authorize CCRC manager and clerk to sign Donnegal Bay bike trail, St. James Township, Beaver Island, Local Agency Agreement upon receipt (project estimate \$178,000.00; grant \$124,600.00; local match \$53,400.00 funded 100% by St. James Township), seconded by Commissioner Way.

VOTE: Ayes – 3
Nays – 0
Motion carried.

Commissioner Way moved to transfer \$112,306.24 from the Equipment Fund to the General Fund to pay for equipping truck numbers 057 and 058, seconded by Commissioner Ogden.

VOTE: Ayes – 3
Nays – 0
Motion carried.

Chairman Saunders, road foremen and various employees will attend the April 03, 2003 Pipeline Group-Midwest, Inc. safety training in Petoskey. Full Board will attend April 13-15, 2003 35th Road Commissioners’ Seminar in Traverse City. Chairman Saunders, Commissioner Ogden, Mr. Harmon and various employees will attend May 07, 2003 County Road Association Self-Insurance Fund 2003 Road Commission Regional Workshop Training entitled “Proactive Pursuit of Safety” in Mackinaw City.

Mr. Harmon explained 9:30 AM April 25, 2003 Emmet CRC proposed Bear River Road ending at Walloon Lake abandonment public hearing at Emmet CRC Hathaway Road facility. Full Board, Mr. Harmon and Mr. Vanek will attend.

All present discussed John Dourjalian proposed Birch Terrace Road private drive entrance, Eveline Township. Mr. Harmon said adjacent property owners denied grading easement, proposal does not meet CCRC standard 30' turning radius requirement (in effect since 1973 per Mr. Vanek) and CCRC has no variance procedure in place. The Board agreed to deny variance request so as not to set future precedence.

Commissioner Ogden moved to deny John Dourjalian Birch Terrace Road private drive entrance request, seconded by Commissioner Way.

VOTE: Ayes – 3
Nays – 0
Motion carried.

9:30 AM-Mr. Haselschwardt presented Thumb Lake Road crossing north branch Boyne River report and plans, explaining:

- Type, size and location study is typical of a bridge design project.
- Proposed structure type advantages and disadvantages (6 types) and estimates.
- DEQ denied multiple arched culvert design.
- New structure passes 100-year flood hydraulics.
- Stream will not be diverted.
- Elevations and velocities are all summarized on plans.
- Conclusions and recommendations.
- Market conditions are good for favorable bid quotes.
- NDG will secure DEQ permit ~~right away, which is a critical path to complete.~~

(Due to estimate being higher than approved grants, Mr. Vanek will request additional State Police funding).

All present discussed NDG salt storage building engineering services proposal. NDG will conduct in field design with Mr. Vanek, do topographical survey, design site drainage to comply with county storm water ordinance, and prepare site plan. Bid will request quote per building and quote for both buildings, with different completion dates.

Commissioner Way moved to accept Northwest Design Group engineering services proposal for Ironton and Boyne City salt storage buildings, seconded by Commissioner Ogden.

VOTE: Ayes – 3
Nays – 0
Motion carried.

Bud Boss:

- Requested re-seal bids for Loeb Road from Novotny to Ferry, Klooster Road from South Barnard to Black Road with the exception of the seasonal portion, Mascho Road and Phelps Road from Marion Center to the old railroad track.
- Requested South Barnard Road estimate discussed at 2002 Marion Township Annual Meeting.
- Requested primary Black Road reconstruction status, for which Marion Township will fund existing 22' width asphalt. The Board explained 2003 top financial priority is to build two MDOT mandated salt storage buildings, but will discuss Black Road project after salt storage building bids are received. In the meantime, Mr. Vanek will recalculate Black Road estimate and inform the Board and Bud Boss.
- Said Barnard Road has edge failure and cracks in the driving lanes and asked if re-seal is being considered. Mr. Harmon said funding isn't currently available to hire contractor to perform 7-mile project.

Mr. Harmon explained estimated \$300,000.00 Camp Ten Road repairs required after detour during Elmira fire, but assured all present 2002 commitments will be completed no later than October.

Wayne Boss presented Magee Road realignment plans. Mr. Vanek will enter final quantities on bid documents.

Commissioner Ogden moved to open Magee Road realignment bids at 11:00 AM April 14, 2003, seconded by Commissioner Way.

VOTE: Ayes – 3

Nays – 0
Motion carried.

Commissioner Way moved to change 9:00 AM April 14, 2003 regular meeting to 9:00 AM April 16, 2003 due to Board attending April 13-15 Commissioner's Seminar, seconded by Commissioner Ogden.

VOTE: Ayes – 3
Nays – 0
Motion carried.

Wayne Boss asked if Ferry Road gravel project is scheduled for 2003. Mr. Harmon, Mr. Vanek and Mr. Boss discussed project last year, but Mr. Boss never mentioned CCRC hauling fill and performing fine grading work necessary for project, and Norwood Township did not request or sign a contract. Mr. Harmon will inform Mr. Boss in writing that CCRC is committed to 2002-gravel project carryovers only, new requests aren't being accepted.

Mr. Skrzeczkoski:

- Asked about Advance-East Jordan Road speed limit sign placement. Mr. Harmon said first attempt was unsuccessful due to frost, but it was installed last Friday.
- Asked if Ironton Ferry would be ready on time. Mr. Harmon said it would be ready by the put-in date.
- Asked if 2003 Ridge Road re-seal would occur; Mr. Harmon said commitment would be honored.
- Would like to discuss Phelps Road project completion with Mr. Harmon and Mr. Vanek in the near future.
- Inquired if Mountain Road hill will be completed in 2003. The Board recognizes their responsibility and will complete the project when finances allow.
- Would like to meet Mr. Harmon and Mr. Vanek at Sanderson Road undeveloped lake access site; Eveline Township; volunteers would like to begin clean up for future lake access. Register of Deeds has survey recorded.
- Would like to discuss 2003 Lake Shore Drive 3'-4' wedging with Mr. Harmon and Mr. Vanek, to be completed in sections beginning at Boyne City limits (completion might take several years). Mr. Harmon explained drainage problems west of Boyne City limits requiring culvert(s) to Lake Charlevoix; Mr. Skrzeczkoski said drainage is CCRC financial responsibility.

Mr. Harmon, Mr. Vanek and hopefully Mr. Skrzeczkoski will meet with residents at 2:30 PM Friday, March 29, 2003 at Rich Dietrich home to discuss Bracey Road dust problems caused by re-seal ending at Lake Charlevoix. Residents are complaining the 2002 re-seal smells and is hazardous to their health and to the lake. Mr. Harmon will present MSG sheet on emulsion at meeting and will sweep any excess chips.

Commissioner Roloff asked about Magee Road bidding procedure. Mr. Harmon explained CCRC will bid road realignment, and Parks and Recreation will bid park driveway and parking lot. CCRC will fund road realignment engineering costs.

Mr. Harmon explained old cement box culvert on Old Mackinaw Trail crossing Moyer Creek broke, tipped and slid to the roadside last Friday, leaving a 1' gap in the driving lane. The area is barricaded and requires immediate replacement, which must be performed by contractor.

Commissioner ~~Way~~ Ogden moved to pay Boss Engineering & Surveying invoice totaling \$3,878.00, seconded by Commissioner ~~Ogden~~ Way.

VOTE: Ayes – 3
Nays – 0
Motion carried.

Commissioner Way moved to pay bills totaling \$82,459.27, seconded by Commissioner Ogden.

VOTE: Ayes – 3
Nays – 0
Motion carried.

Chairman Saunders adjourned the meeting at 12:30 PM.

MARCH 11, 2003

Chairman Saunders called the meeting to order at 9:00 AM.

Chairman Saunders, Commissioner Ogden, Charlevoix County Commissioner Shirley Roloff, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Melrose Township residents Bunny Marquardt & Robert Barnes, Ferguson and Chamberlain surveyor John Ferguson representing John Dourjalian, and Petoskey News-Review reporter Fred Gray. Commissioner Way is absent.

Commissioner Ogden moved to approve February 10, 2003 regular meeting minutes with the following changes, seconded by Chairman Saunders.

- Page 2, line 8: change "land" to "lane"
- Page 2, line 23: delete "and structure type selections"
- Page 2, line 23: add "Uncompleted at this time is a recommended structure type." after "are complete."
- Page 2, line 28: add "project financial" before "grantor."

VOTE: Ayes – 2
Nays – 0
Absent - 1
Motion carried.

Mrs. Marquardt and Robert Barnes attended to discuss State Street portion abandonment, Melrose Township. Mr. Harmon explained all procedures except notifying proper authorities were completed in April 1995, therefore, the complete procedure must be redone.

Commissioner Ogden moved to hold public hearing for that portion of State Street between M75 and Walloon Street, Melrose Township at 10:30 AM April 28, 2003, seconded by Chairman Saunders.

VOTE: Ayes – 2
Nays – 0
Absent – 1
Motion carried.

John Ferguson requested driveway variance on Birch Terrace proposed private road. The Board, Mr. Harmon and Mr. Vanek agreed relaxing current standards does not benefit the Road Commission, and isn't fair to the traveling public who may meet another vehicle head-on, or to others who are denied variances. Commissioner Ogden explained the proposed turn radius wouldn't allow for large vehicle turn radius (i.e. fire truck, a school bus, etc.). He suggested the developer attempt to acquire easement or slope rights over existing empty lots earmarked for future septic systems.

Mr. Harmon presented Mobile Marine Service & Storage request to improve Dutchman Bay Road west-end public access at Lake Charlevoix. After discussion, the Board directed Mr. Harmon to inform ~~developer~~ Mobile Marine in writing that CCRC has "no intentions of permitting Mobile Marine Service & Storage or any private individual to make improvements within right-of-way to roads ending at waters edge".

Commissioner Ogden moved to schedule 8:00 AM to 2:30 PM April 09, 2003 CCRC Employee Safety Training, seconded by Chairman Saunders.

VOTE: Ayes – 2
Nays – 0
Absent – 1
Motion carried.

Mr. Vanek presented \$267,775.00 Magee Road relocation engineers estimate, which was given to the Building and Grounds committee last Wednesday. Charlevoix County Clerk Jane Brannon was given copy to put in County Commissioners March 12, 2003 Board packets; Mr. Harmon and Mr. Vanek will attend meeting, at which resolution to proceed may be accepted. If resolution passes, Mr. Vanek will have bid documents and proposed bid date prepared for March 24, 2003 CCRC Board meeting.

Chairman Saunders moved to authorize Manager Patrick Harmon to sign MDOT Chemical Storage Facility contract numbers 2003-0145 and 2003-0146, seconded by Commissioner Ogden.

VOTE: Ayes – 2
Nays – 0
Absent – 1
Motion carried.

Commissioner Ogden moved to open Donnegal Bay bike trail, St. James Township, Beaver Island bids at 11:00 AM April 14, 2003, seconded by Chairman Saunders.

VOTE: Ayes – 2
Nays – 0
Absent – 1
Motion carried.

Mr. Harmon reported both new Peterbilt trucks are equipped and only require calibration before being put on the road.

Mr. Vanek reported Thumb Lake Road extension request was denied, adding funding is in place for reconstruction from Otsego County line to Slashing Road. Unfortunately, 2005 Thumb Lake Road reconstruction funding may or may not be available, or may only be partially available. Chairman Saunders is concerned with Governor Granholm recommendation to cut the Economic Development Fund (C, D & A) dramatically; cutting road funding from \$42 million to \$26 million.

Commissioner Ogden and Mr. Vanek continue to work on “Specifications for Public Road Development”, and will present for adoption when finalized.

Commissioner Ogden moved to pay bills totaling \$172,272.04, seconded by Chairman Saunders.

VOTE: Ayes – 2
Nays – 0
Absent – 1
Motion carried.

Under the Freedom of Information Act, Mr. Harmon requested the Michigan Official State Police Order #13, Enclosure 1 entitled “Procedures for Closure of State Highways”, along with detailed information on the Zarembo Equipment, Inc. fire in Elmira from Otsego 911 director. He wants to make sure future procedures are in place so road surfaces aren’t destroyed like Camp Ten Road surface was. He will report to Board.

Chairman Saunders adjourned the meeting at 12:00 noon.

FEBRUARY 24, 2003

Chairman Saunders called the meeting to order at 9:00 AM.

Chairman Saunders, Commissioners Way and Ogden, Charlevoix County Commissioners Shirley Roloff and Ron Reinhardt, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Northwest Design Group engineers Howard Haselschwardt, Lucas Porath & Jason Fate and Petoskey News-Review reporter Fred Gray.

Commissioner Ogden moved to approve February 10, 2003 regular meeting minutes with the following changes, seconded by Commissioner Way.

Page 1, line 6: place a “,” after “presented”.
Page 1, line 17: change “legislature” to “legislators”
Page 1, line 24: change “large” to “increased” and add “is excessive” after “overtime” and change “fuel per gallon” to “fuel cost per gallon”
Page 1, line 27: place a “.” after “insurance”.

VOTE: Ayes – 3
Nays – 0
Motion carried.

Commissioner Way moved to request the Building Inspection Department verify that driveway permits have been secured prior to issuing new construction permits, seconded by Commissioner Ogden.

VOTE: Ayes – 3
Nays – 0
Motion carried.

The Board signed State of Michigan Traffic Control Orders Controlling Speed on County Highways for Advance Road 45 mph (TCO# S 15-19-03), Eveline Township and Dietz Road 45 mph (TCO# S 15-28-03), Boyne Valley Township.

Commissioner Ogden moved to accept 2003 MDOT Certification Map additions and deletions as presented, and to authorize Chairman Saunders to sign map, seconded by Commissioner Way.

DELETE:

- That portion of Park Avenue from Lake Street to the Plat of Bartholomew's Boulder Park, Section 27, Charlevoix Township, which is 839.49 feet or .15 miles.
- That portion of Upright Avenue from Park Avenue East and North, Section 27, Charlevoix Township, which is 605.97 feet or .11 miles.

ADD:

- That portion of Looze Road from Reich Road to Advance and Boyne City Road, Section 1, South Arm Township, which is 330 feet or .06 miles.

VOTE: Ayes – 3
Nays – 0
Motion carried.

Commissioner Ogden moved to accept all 2003 annual materials bids as presented in tabulations and authorize the manager to order materials in the Road Commissions best interest, seconded by Commissioner Way.

VOTE: Ayes – 3
Nays – 0
Motion carried.

Commissioner Way moved to allow Boyne City-Charlevoix Road closure as requested in Horton Bay July 04, ~~2002~~ 2003 Parade permit application (sheriff department has approved), seconded by Commissioner Ogden.

VOTE: Ayes – 3
Nays – 0
Motion carried.

Place Standards and Specifications for Plat Condominium and Public Road Development review under pending items.

Mr. Harmon reported Camp Ten Road (especially northbound ~~lane~~ lane between Woodard Road and Thumb Lake Road) was crumbled during February 21, 2003 traffic detour from Zarembo Equipment Company fire in Elmira. He and Mr. Vanek will investigate emergency funding for road repair.

Commissioner Roloff said 2003 household hazardous waste drop-off is being planned for June 07, 2003 and they would like to use CCRC Ironton garage, which is feasible. Mr. Harmon approved request; Mr. Vanek and Mr. Thayer will meet May 21, 2003 @ 10:00 AM with recycling committee to discuss requirements.

Mr. Vanek presented Congressman Bart Stupak correspondence regarding TEA-21 reauthorization and request for road projects requiring funding. He proposed submitting Boyne City-Charlevoix Road reconstruction from Boyne City limits to US-31; the Board and Mr. Harmon agreed.

11:00 AM-Northwest Design Group (NDG) engineers Howard Haselschwardt, Lucas Porath and Jason Fate explained Thumb Lake Road crossing north branch of Boyne River bridge proposal is not yet complete. Type, size & location study (TS&L Study), topographical survey, soil borings, stream analysis for hydraulics, hydrology, & elevation calculations ~~and structure type selections~~ are complete. Uncompleted at this time is a recommended structure type. Unfortunately, soil borings produced unacceptable soil 1,000' in length and 6' to 15' deep. Bridge crossing location will be corrected during project; remainder will be corrected during Thumb Lake Road reconstruction. NDG engineers, Mr. Harmon and Mr. Vanek will conduct on-site review with DEQ engineer Duke Domke in the near future to discuss approved structures, after

which NDG engineers will attend CCRC Board meeting (possibly March 24, 2003) with completed proposal and firm structure selection. Mr. Vanek may have to submit possible changes to project financial grantor.

Commissioner Way moved to pay bills totaling \$152,499.99, seconded by Commissioner Ogden.

VOTE: Ayes – 3
Nays – 0
Motion carried.

Chairman Saunders adjourned the meeting at 12:00 noon.

FEBRUARY 10, 2003

Chairman Saunders called the meeting to order at 9:00 AM.

Chairman Saunders, Commissioners Way and Ogden, Charlevoix County Commissioner Ron Reinhardt, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Petoskey News-Review reporter Fred Gray.

Commissioner Way moved to approve January 27, 2003 regular meeting minutes as presented, seconded by Commissioner Ogden.

VOTE: Ayes – 3
Nays – 0
Motion carried.

Mr. Harmon:

- Presented January 07, 2003 County Road Association of Michigan (CRAM) Legislative Update. There has been recent legislation introduced to amend the county road commission Act51 distribution formula by raising urban road funding from 10% to 15%, lowering 66 county road commissions funding, including Charlevoix County. All present discussed possible change and loss of funds. Mr. Harmon will contact CRAM and possibly send opposing correspondence to CCRC legislature legislators.
- Reported he and Mr. Vanek met with Wade-Trim last week to discuss Brown Road relocation changes; Wade-Trim will have revised plans soon.
- Stated Northwest Design Group (NDG) engineer Howard Haselschwardt will attend February 24, 2003 meeting to present and discuss 4 structure options and costs for Thumb Lake Road crossing Boyne River.
- Will present annual bid tabulations at February 24, 2003 meeting (bids will be opened @ 10:00 AM Friday, February 21, 2003). Annual bids will include fuel purchase for CCRC Ironton garage tank.
- Said snow precipitation has caused large increased expenses; overtime is excessive and fuel cost per gallon has doubled from 1 year ago.

All present discussed State Highway liability insurance. MDOT refund continues to be negotiated.

Mr. Vanek gave newly elected Commissioner Reinhardt Magee Road relocation original engineer's estimate and plan copies for review. Mr. Harmon said if the County Board funds Magee Road relocation in conjunction with 2003 Thumb Lake Road reconstruction, costs could be reduced since equipment would already be on-site. He added all easements have been donated and the DNR has available recreation money for park development. After discussion, all agreed relocation would benefit the County, the Road Commission, the Parks & Recreation committee and the public; also liability would greatly decrease.

Commissioner Ogden asked if re-seal fund should be redistributed after 2003 re-seal work completion. Mr. Harmon and Mrs. Kondrat feel the fund should be kept in place for primary road re-seal projects.

Commissioner Way asked about February 06, 2003 Marion Center Road 10-car accident, and inquired if snowplows were taken off the roads. Mr. Harmon said the accident was in the Charlevoix High School parking lot. He said the plow trucks were never pulled off the roads. However, he had called area schools telling them back roads were snowplowed in the morning, but were drifting in again; he was unsure whether snowplows would be able to return to back roads since keeping main roads open was a constant struggle due to extreme wind conditions.

Commissioner Ogden moved to pay bills totaling \$114,903.99 seconded by Commissioner Way.

VOTE: Ayes – 3
Nays – 0

Motion carried.

Mr. Harmon said one new Peterbilt truck would be equipped and available this week, and the other next week.

Chairman Saunders adjourned the meeting at 10:05 AM.

JANUARY 27, 2003

Chairman Saunders called the meeting to order at 9:00 am.

Chairman Saunders, Commissioners Way and Ogden, Charlevoix County Commissioner Shirley Roloff, Patrick Harmon, James Vanek and Katie Clark attended, along with Eveline Township Supervisor Dan Skrzeczkoski and Petoskey News-Review reporter Fred Gray.

Commissioner Way moved to approve January 13, 2003 regular meeting minutes as presented, seconded by Commissioner Ogden.

VOTE: Ayes – 3

Nays – 0

Motion carried.

Commissioner Ogden moved to designate Commissioner Way liaison for the Transportation Authority and Parks & Recreation committees, seconded by Chairman Saunders.

VOTE: Ayes – 3

Nays – 0

Motion carried.

The following motion was made after Gravel Extraction Contract discussed.

Commissioner Way moved to approve Gravel Extraction Contract, Peaine Township, Beaver Island as presented (copy attached), seconded by Commissioner Ogden.

VOTE: Ayes – 3

Nays – 0

Motion carried

Commissioner Way moved to have Chairman Saunders and Mr. Harmon sign the above contract, seconded by Commissioner Ogden.

VOTE: Ayes – 3

Nays – 0

Motion carried

Commissioner Ogden moved to set annual material bid opening at 10:00 AM February 21, 2003, seconded by Commissioner Way.

VOTE: Ayes – 3

Nays – 0

Motion carried

Mr. Vanek presented first draft of **Standards and Specifications for Plat Condominium and Public Road Development Policy**, which has not been updated since 1973. Commissioner Ogden, Mr. Harmon and Mr. Vanek will continue with revisions and present to the Board at a later date.

Mr. Vanek presented Brown Road relocation preliminary plans. Mr. Vanek will update the Board as revised plans become available.

The following motion was passed after discussion regarding Township Share Policies.

Commissioner Ogden moved to accept the Township Share Policies letter and to distribute to township clerks and supervisors, seconded by Commissioner Way.

VOTE: Ayes – 3

Nays – 0

Motion carried

Dan Skrzeczkoski (joined the meeting at 9:45 AM)

- Reported some seal coat projects had poor results. Mr. Harmon acknowledged the Road Commission received some contaminated chips at the end of the season, it was not a result of a material change or poor workmanship.
- Inquired about the Advance speed limit change. Mr. Harmon reported Sgt. Sholten will have the information by mid February 2003.
- Requested relocating "Stop Ahead" sign at the crest of the hill on Peninsula Road. Mr. Vanek will inspect and make a decision.
- Asked about road ending improvement requirements. Mr. Harmon said if the road ending is within 500' of a lake the Department of Environment Quality will require a permit and likely require a hard surface (not gravel).

Mr. Vanek reported he is working on a safety grant application for Boyne City Road at US 31. The State may add signalization at that intersection, in order for Boyne City Road to meet State requirements the road surface needs to be widened and raised.

Discussed possible driveway culvert replacement on Kings Highway. There is no hard evidence that a culvert existed prior to Kings Highway reconstruction in the early 1990's. Mr. Harmon postponed a decision until spring, when the snow has melted and he can inspect the area himself.

Discussed Bracey Road re-seal project. Mr. Harmon has traveled the road and hasn't experienced excessive dust.

Commissioner Way moved to pay bills totaling \$87,514.60 seconded by Commissioner Ogden.

VOTE: Ayes – 3

Nays – 0

Motion carried.

Chairman Saunders adjourned the meeting at 10:30 AM.

JANUARY 13, 2003

Mrs. Kondrat called the meeting to order at 9:00 AM.

Commissioners Way, Saunders and Ogden, Charlevoix County Commissioners Shirley Roloff and Ron Reinhardt, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Petoskey News-Review reporter Fred Gray.

Mrs. Kondrat opened the floor to 2003 Chairman nominations.

Commissioner Ogden nominated Commissioner Saunders for 2003 Chairman.

Commissioner Way moved to close nominations and cast a unanimous ballot electing Commissioner Saunders 2003 Chairman, seconded by Commissioner Ogden.

VOTE: Ayes – 3

Nays – 0

Motion carried.

Chairman Saunders opened the floor to 2003 Vice-Chairman nominations.

Commissioner Ogden nominated Commissioner Way for 2003 Vice-Chairman.

Chairman Saunders moved to close nominations and cast a unanimous ballot electing Commissioner Way 2003 Vice-Chairman, seconded by Commissioner Ogden.

VOTE: Ayes – 3

Nays – 0

Motion carried.

Commissioner Ogden moved to approve December 30, 2002 regular meeting minutes with the following changes, seconded by Commissioner Way.

Page 1, line 28: change "Otherwise, Act 51 states public monies cannot be spent on roads not certified by the Road Commission," to "Act 51 does not provide for monies being spent on non-certified roads,"

Page 1, line 42: change "moral" to "morale"

Page 5, line 9: change "inform townships of township share policy intentions" to "consider township share policies"

VOTE: Ayes – 3

Nays – 0

Motion carried.

Commissioner Way moved to transfer \$29,873.50 from the Construction Fund to the General Fund for CCRC share portion of 2002 Burgess Road project, seconded by Commissioner Ogden.

VOTE: Ayes – 3

Nays – 0

Motion carried.

Commissioner Ogden moved to transfer \$144,574.00 from the Equipment Fund to the General Fund for 140H II 2003 Caterpillar Motor Grader w/Wing Plow as specified on CCRC purchase order #001247, seconded by Commissioner Way.

VOTE: Ayes – 3

Nays – 0

Motion carried.

Mr. Harmon explained quarterly 37th District Meetings to Commissioners Roloff and Reinhardt; Mrs. Kondrat will forward future minutes to Commissioner Roloff.

Mr. Harmon:

- Informed all present Mackinaw C.R.C. is selling \$500,000.00 in federal aid (through ISTEAs). After lengthy discussion, the Board decided CCRC has no funds available for such purchase.
- Would like fuel bids taken with annual bids. Product availability is telephone quote problem. The Board agreed.
- Discussed CCRC employee spouse Julie Whitley correspondence received; Board feels Mr. Whitley misunderstood Chairman Way December 30, 2002 Regular Board meeting remarks.

Mr. Vanek explained Thumb Lake Road crossing Boyne River VERY PRELIMINARY approximate estimate is \$220,000. to \$240,000. per Northwest Design Group (NDG) engineer Howard Haselschwardt (grant is \$210,000.). Mr. Haselschwardt will have more accurate estimate available for January 27, 2003 regular meeting.

Said Thumb Lake Road Phase I reconstruction project will be completed by July 14, 2003; with the base pavement completed by July 04, 2003.

Said Evangeline Township Pinehurst Shore subdivision 2003 project was bid and awarded (a special assessment project).

Mrs. Kondrat presented and discussed current financial statement.

Commissioner Ogden moved to retain job applications 30 days before disposal, seconded by Commissioner Way.

VOTE: Ayes – 3

Nays – 0

Motion carried.

Commissioner Ogden:

- Explained Schedule C equipment rates are figured by gross truck weight, not vehicle year.
- Presented Supreme Court lawsuit legal advisory summary rights-of-way decision; current property owner must prove original property owner road right-of-way designation. Otherwise, Road Commission can assume 66' rights-of-way.

Per Commissioner Way inquiry, County Commissioner Shirley Roloff is Parks and Recreation liaison; County Commissioner Denny Jason is Transportation liaison.

Mr. Gray asked why County Commissioners don't financially assist Road Commission, whose financial condition is becoming a crisis. Mr. Harmon would like to see Road Commission added to County budget for equipment purchase; which would free other Act51 funds for road maintenance/repairs. He explained if four new trucks were purchased annually, the equipment would be on an eight-year rotation within six years.

For 2003 township share policies, Mr. Harmon suggested:

- Honor all 2002 incomplete township contract commitments (gravel and re-seal) in 2003.
- Not to accept any new 2003 gravel, re-seal or reconstruction requests, unless township funds 100% and understands request will be bid out.

- Postponing asphalt share policy for fiscal year 2003.
- Townships consider wedging and overlay projects for 2003, which are 100% township funded.
- 3" asphalt requirement not be relaxed.

Chairman Saunders expressed appreciation to both County Commissioners for attending today's meeting. The effort to educate themselves in Road Commission financial situation is greatly appreciated.

Moved by Commissioner Way and supported by Commissioner Ogden to pay bills totaling \$29,374.82.

VOTE: Ayes – 3

Nays – 0

Motion carried.

Chairman Saunders adjourned the meeting at 11:10 AM.