

2004 REGULAR BOARD MEETING MINUTES

PLEASE SCROLL DOWN TO VIEW PREVIOUS DATES

DECEMBER 30, 2004

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 Petoskey News-Review reporter Fred Gray.

Commissioner Way moved to approve December 13, 2004 regular meeting minutes as presented, seconded by Commissioner Ogden.

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

2005 Proposed Budget public hearing. Mrs. Kondrat explained and discussed budget with all present.

Commissioner Ogden moved to accept the Fiscal Year January 1 to December 31, 2005 Recommended Beginning Budget presented by the Clerk as follows, seconded by Commissioner Way.

Presented December 30, 2004 Shelley Kondrat, Clerk		2005 PROPOSED 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: 12-31-05	
FISCAL YEAR JANUARY 1 TO DECEMBER 31, 2005					
REVENUES (AND OTHER SOURCES)					
DEPARTMENT OR CLASSIFICATION		AMOUNT			
PAGE NO.	ACCOUNT DESCRIPTION	ESTIMATED PRIOR YEAR (12-31-04)	PREVIOUSLY APPROVED BUDGET	RECOMMENDED 12-31-05 BUDGET	
2	TRANSPORTATION	3,278,451.33	0.00	3,120,000.00	
2	FEDERAL & STATE REVENUE	135,170.45	0.00	1,165,938.00	
2	ECONOMIC DEVELOPMENT FUND	0.00	0.00	0.00	
2	TRUNKLINE MAINTENANCE-PRIMARY	340,000.00	0.00	380,000.00	
2	COUNTY RAISED REVENUE	1,848,028.75	0.00	800,000.00	
2	OTHER RAISED REVENUE	0.00	0.00	0.00	
2	INTEREST EARNED	11,275.00	0.00	8,600.00	
2	SALVAGE SALES	2,083.69	0.00	1,500.00	
2	GAIN/LOSS-EQUIPMENT DISPOSALS	1,712.00	0.00	3,000.00	
2	PERMIT FEES	29,396.50	0.00	25,000.00	
2	OTHER	350.00	0.00	0.00	
TOTAL REVENUES		5,646,467.72	0.00	5,504,038.00	
TOTAL OTHER SOURCES		0.00	0.00	0.00	
TOTAL REVENUES AND OTHER SOURCES		5,646,467.72	0.00	5,504,038.00	
EXPENDITURES (AND OTHER USES)					
DEPARTMENT OR CLASSIFICATION		AMOUNT			
PAGE NO.	ACCOUNT DESCRIPTION	ESTIMATED PRIOR YEAR (12-31-04)	PREVIOUSLY APPROVED BUDGET	RECOMMENDED 12-31-05 BUDGET	
3	HEAVY MAINTENANCE	1,953,267.52	0.00	1,965,938.00	
3	REGULAR MAINTENANCE	2,905,303.38	0.00	2,675,000.00	
3	TRUNKLINE MAINTENANCE-PRIMARY	410,000.00	0.00	380,000.00	
3	ADMINISTRATIVE EXPENSE (NET)	262,400.00	0.00	253,500.00	
3	EQUIPMENT EXPENSE (NET)	-569,825.00	0.00	-150,000.00	
3	CAPITAL OUTLAY (NET)	284,841.88	0.00	30,000.00	
3	DISTRIBUTIVE EXPENSE	8,806.86	0.00	760,000.00	
3	OTHER	0.00	0.00	0.00	
TOTAL EXPENDITURES		5,254,794.64	0.00	5,914,438.00	
OTHER USES		0.00	0.00	0.00	
AMOUNTS NEEDED FOR CONTINGENCIES		0.00	0.00	0.00	
TOTAL EXPENDITURES AND OTHER USES		5,254,794.64	0.00	5,914,438.00	
CURRENT ESTIMATED OPERATING SURPLUS (DEFICIT)				-410,400.00	

ACCUMULATED AVAILABLE UNAPPROPRIATED SURPLUS (DEFICIT) FROM PRIOR YEARS	0.00
PROJECTED SURPLUS AT END OF BUDGET YEAR	-410,400.00

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

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

Prepared December 30, 2004 Shelley Kondrat, Clerk		2004 YEAR-END 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: 12-31-04	
FISCAL YEAR JANUARY 1 TO DECEMBER 31, 2004 FINAL 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	3,170,884.84	3,605,000.00	3,278,451.33	
2	FEDERAL & STATE REVENUE	1,355,673.08	173,873.52	135,170.45	
2	ECONOMIC DEVELOPMENT FUND	0.00	0.00	0.00	
2	TRUNKLINE MAINTENANCE-PRIMARY	383,301.61	400,000.00	340,000.00	
2	COUNTY RAISED REVENUE	1,309,624.82	1,712,524.14	1,848,028.75	
2	OTHER RAISED REVENUE	745,549.36	0.00	0.00	
2	INTEREST EARNED	15,797.50	16,000.00	11,275.00	
2	SALVAGE SALES	550.65	1,264.31	2,083.69	
2	GAIN/LOSS-EQUIPMENT DISPOSALS	6,004.00	1,712.00	1,712.00	
2	PERMIT FEES	26,437.00	25,000.00	29,396.50	
2	OTHER	350.00	350.00	350.00	
TOTAL REVENUES		7,014,354.86	5,935,723.97	5,646,467.72	
TOTAL OTHER SOURCES		0.00	0.00	0.00	
TOTAL REVENUES AND OTHER SOURCES		7,014,354.86	5,935,723.97	5,646,467.72	
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	3,180,559.77	1,672,603.89	1,953,267.52	
3	REGULAR MAINTENANCE	2,875,066.13	2,758,465.16	2,905,303.38	
3	TRUNKLINE MAINTENANCE-PRIMARY	391,431.51	400,000.00	410,000.00	
3	ADMINISTRATIVE EXPENSE (NET)	430,344.50	323,794.68	262,400.00	
3	EQUIPMENT EXPENSE (NET)	69,026.47	63,250.00	-569,825.00	
3	CAPITAL OUTLAY (NET)	704,257.49	49,677.25	284,841.88	
3	DISTRIBUTIVE EXPENSE	0.00	629,688.13	8,806.86	
3	OTHER	0.00	0.00	0.00	
TOTAL EXPENDITURES		7,650,685.87	5,897,479.11	5,254,794.64	
OTHER USES		0.00	0.00	0.00	
AMOUNTS NEEDED FOR CONTINGENCIES		0.00	0.00	0.00	
TOTAL EXPENDITURES AND OTHER USES		7,650,685.87	5,897,479.11	5,254,794.64	
CURRENT ESTIMATED OPERATING SURPLUS (DEFICIT)				391,673.08	
ACCUMULATED AVAILABLE UNAPPROPRIATED SURPLUS (DEFICIT) FROM PRIOR YEARS				1,229,245.20	
PROJECTED SURPLUS AT END OF BUDGET YEAR				1,620,918.28	

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

Commissioner Ogden moved to accept the manager and clerk fund proposal as follows, seconded by Commissioner Way.

❖ To deposit the \$124,600.00 Donegal Bay Non-Motorized Trail MDOT payment as follows:

Construction Fund: \$62,300.00
Buildings and Grounds Fund: \$62,300.00

❖ Rename the “Re-Seal Fund” to the “Preventive Surface Maintenance Fund”

- ❖ Preventive Surface Maintenance Fund new monthly deposit: \$ 6,000.00
- ❖ Construction Fund new monthly deposit: \$ 9,000.00
- ❖ Equipment Fund new monthly deposit: \$22,000.00
- ❖ Buildings and Grounds Fund new monthly deposit: \$ 2,000.00

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

Commissioner Ogden moved to elect CCRC manager Pat Harmon voting member for the 1:00 PM January 06, 2005 TEA-21 Sub-Task Force 10-A Meeting at Boyne City Hall located at 319 N. Lake Street, Boyne City, MI 49712, seconded by Commissioner Way.

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

Commissioner Way moved to allow the Clerk to pay 2004 invoices through 12-31-04 with Manager approval, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to name the following people to sign Charlevoix County Road Commission Payroll and Accounts Payable checks (requiring two signatures each), seconded by Commissioner Way.

1. Patrick Harmon, Road Commission Manager
2. James G. Vanek, Road Commission Staff Engineer
3. Keith Ogden, Road Commission Board Member
4. Marilyn Cousineau, Charlevoix County Treasurer
5. Kenneth Howard, Road Commission Purchasing Agent

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

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, 2004, seconded by Commissioner Ogden.

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

Commissioner Ogden moved, seconded by Commissioner Way that for the purpose of administering the General Appropriations Act in accordance with the provisions of Public Act 2 of 1968, as amended, the following provisions are included:

1. Patrick Harmon, Manager, is designated Chief Administrative Officer, and Shelley Kondrat, Clerk, is designated as Fiscal Officer.
2. The chief administrative officer is authorized to transfer up to 25% of a line-item amount approved in the General Appropriations Act to another line-item without prior approval, but subject to approval of the Board of County Road Commissioners at their next regular Board Meeting.
3. The expenditure amount approved in the General Appropriations Act for Distributive Expense shall be allocated to the various other expenditure line items in the proportion as the allocation of actual Distributive Expense at year-end.

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

Notes: The budget summary page of the recommended budget, or a copy thereof may be included in the General Appropriations Act in lieu of the above figures.

Commissioner Ogden presented “Requirements For Private Roads Intersecting Public Roads” for Board to review and discuss at January 10, 2005 regular meeting.

10:30 AM Used Vehicle and Equipment bid opening.

BIDDER NAME **EQUIP. #** **BID AMOUNT**

John VanDorn	010	\$400.00
	015	\$200.00
	306	\$ 20.00
	303	\$ 20.00
J&J Auto Parts	010	\$250.00
	015	\$350.00
	306	\$ 25.00
	303	\$ 25.00

Mr. Harmon said forest consultant Lee Eckstrom would view CCRC M66 property for possible logging in spring 2005. Commissioner Saunders ~~recommended~~ suggested getting a proposal from forest consultant Lynn Stephens as well. Both gentlemen conduct the entire bid process.

Commissioner Reinhardt said Barber Road winter maintenance (Wilson Township) is excellent this year.

Commissioner Roloff noted cement slab project for transfer containers for recycling on CCRC Boyne City property is complete. Gravel edging and fence will be placed in spring 2005. Also, the recycling committee will fund sign placement for compost pile at CCRC M66 property.

Mr. Vanek informed all present:

- Boyne City-Charlevoix Road/US31 intersection improvement bids will be let in April 2005, after MDOT, CCRC and Northwest Design Group (NDG) meet to coordinate traffic control.
- 2005 Thumb Lake Road reconstruction (Slashing Road to west of Hetrick Road) completion date is July 29, 2005.

Mr. Gray said CRAM is working with the State Chamber of Commerce, who is endorsing an \$0.08 gas tax increase.

Commissioner Ogden moved to award used vehicle and equipment bids to the highest bidders, seconded by Commissioner Way.

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

Mrs. Kondrat presented 2004 year-to-date financial statement for discussion, and proposed Administrative wage increases effective January 01, 2005.

Commissioner Way moved to adopt the following Administrative wage increases effective January 01, 2005, seconded by Commissioner Ogden.

Manager:	2% increase
Staff Engineer:	2% increase
Road Foreman-Boyne City:	2% increase
Road Foreman-Ironton:	2% increase
Purchasing Agent:	2% increase

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

Commissioner Ogden:

- Requested necessary paperwork for first meeting in 2005. Mrs. Kondrat will prepare.
- Requested manager recommendation for 2005 match programs. Mr. Harmon recommended continuing engineering, gravel and seal-coat policies, but suggested postponing asphalt share policy for at least another year. All policies should be on a first-come, first-serve basis, including the asphalt share policy when it is reinstated.
- Requested River Road, Shadow Trails Road and Springvale Road soil boring update (Melrose Township). Mr. Vanek said NDG is preparing stations and will report soon.
- Requested 2004 fiscal year winter maintenance expense; Mr. Harmon said \$1.1 million.

- Requested Villa de Charlevoix traffic light update. Mr. Vanek forwarded traffic counts to NDG and will send Road Soft crash data to assist with their recommendation.
- Requested December 15, 2004 Task Force Meeting minute draft copies be given to CCRC Board members.
- Asked if Mr. Harmon and Mr. Vanek have sent Eveline Township and South Arm Township requested road priority lists. Mr. Harmon said they didn't prioritize roads, but they did break roads into three categories (including individual road mileage with each); wedge & overlay or reconstruction on existing paved surfaces, gravel addition and ~~preventative~~ preventive maintenance on existing seal coat surfaces (i.e. crack seal, reseal). Commissioner Ogden suggested sending a generic list with approximate cost per mile as well. Individual project engineer estimates will be given upon township request (and in mid-April after snow melts).

Commissioner Way:

- Will attend 3:00 PM January 12, 2005 Charlevoix County Board meeting to express thanks for his reappointment.
- Will be gone for the month of March 2005.
- Asked if the CEMEX plaque is complete. Mr. Harmon placed the order and should have it for January 10, 2005 presentation.
- Suggested sign to warn semi trucks there is no turn-around on Ferry Road (east) during Ironton Ferry downtime (request due to truck being stuck cross ways near Ross Lane for several hours last week). Mr. Vanek said Mr. Thayer suggested signing during on-site review. Suggestions: "NO THROUGH TRUCKS" or "NO SEMI TRUCKS BEYOND THIS POINT".

Commissioner Saunders asked if Brock Road posts would be removed. Mr. Harmon sent certified letter granting resident 30 days to remove posts, after which CCRC will remove at resident expense.

Commissioner Way moved to pay bills totaling \$265,929.41, seconded by Commissioner Ogden.

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

Chairman Saunders adjourned the meeting at 11:25 AM.

DECEMBER 13, 2004

Chairman Saunders called the meeting to order at 9:08 AM.

Chairman Saunders, Commissioners Way and Ogden, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Eveline Township supervisor John Vron dran.

Commissioner Ogden moved to approve November 24, 2004 regular meeting minutes with the following changes, seconded by Commissioner Way.

Page 1, line 45: change "him the street would" to "him the extension of Second Street, which is outside the plat, would"
 Page 5, line 11: change "worse" to "worst"
 Page 5, line 15: change "Township \$170,000" to "Township has \$170,000"
 Page 5, line 36: change "rights-of-way" to "right-of-way"

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

Mr. Vanek presented Thumb Lake Road bid tabulations for review.

Commissioner Way moved to authorize Chairman Saunders and Patrick Harmon to sign the MDOT 2005 Thumb Lake Road reconstruction project Contract ID 15555-76662 (west of Hetrick Road to Slashing Road), seconded by Commissioner Ogden.

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

Mr. Harmon presented Ferguson & Chamberlain Associates, Inc. Second Street survey (Village of Norwood), given to him by resident Dick Curran. Mr. Harmon will investigate "vacated" portion with John Ferguson and Register of Deeds.

Mr. Vron dran asked if Mr. Harmon prepared Eveline Township road project priority list. Mr. Harmon said soon, but so far, he and Mr. Vanek agree Advance-East Jordan Road is top priority (noting South Arm Township may wedge and overlay their portion). Doing projects in unison would save townships money.

Commissioner Way moved to change 9:00 AM December 27, 2004 regular meeting to 9:00 AM December 30, 2004 to allow for year-end preparation, seconded by Commissioner Ogden.

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

Mr. Harmon presented list and requested used vehicle and equipment sale.

Commissioner Ogden moved to accept sealed bids for used vehicle and equipment at 10:30 AM December 30, 2004, seconded by Commissioner Way.

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

Commissioner Ogden:

- Asked if truck specifications were complete. Mr. Harmon said shop foreman Mick Luchenbill just recently settled drive train and wheel base issue; truck specifications will be presented soon.
- Requested Holy Island Bridge update. Mr. Harmon said Northwest Design Group (NDG) continues to work on impact and environmental study, as well as preparing three or four repair proposals with estimates.
- Requested Melrose Township project soil boring update. Mr. Vanek said NDG hasn't sent information, but he will contact them. He will keep Melrose Township Board informed.

Commissioner Ogden moved to pay bills totaling \$125,934.95, seconded by Commissioner Way.

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

Chairman Saunders adjourned the meeting at 10:30 AM.

NOVEMBER 24, 2004

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

Chairman Saunders, Commissioners Way and Ogden, County Commissioner Shirley Roloff, Patrick Harmon and Shelley Kondrat attended, along with Norwood Township resident Dick Curran, Marion Township resident Barry Loper and Petoskey News-Review reporter Fred Gray.

Commissioner Way moved to approve November 08, 2004 regular meeting minutes with the following changes, seconded by Commissioner Ogden.

- Page 1, line 39: change "rouge" to "gouge"
Page 2, table: add "BI-Weekly" after Manager wage scale amount, and add "Hourly" after all other wage scale amounts.
Page 2, line 7: change "wages" to "wage"
Page 3, line 13: change "deposit" to "allocation"
Page 3, lines 30-33: delete: "Commissioner Ogden moved to change the 9:00 AM November 22, 2004 regular meeting to 9:00 AM Tuesday, November 23, 2004 to allow full Board attendance, seconded by Commissioner Way. VOTE: Ayes-3 Nays-0 Motion carried."

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

Commissioner Ogden moved to approve the annual township meeting minutes listed below with the following changes, seconded by Commissioner Way.

South Arm Township – October 26, 2004:

Page 1, line 30: change "Intramobile" to "Intermodal"

Hudson Township – October 27, 2004:

Page 1, line 7: change "loosing" to "losing control"

Page 1, line 43: change "if a screens" to "if screens"

Norwood Township – October 27, 2004:

Page 1, line 5: change "trustee candidate Jerry Straub, supervisor" to "trustee candidates Jerry Straub, Sadie Bartosik & Denny Way, supervisor"

Page 1, line 6: change "residents Bill Lovett, Sadie Bartosik & Denny Way." to "resident Bill Lovett."

Page 1, line 20: add "Act 283 of 1909 and Act 51 of 1951" after "McNitt Act,"

Page 1, line 29: change "twelve" to "eleven"

Boyne Valley Township – October 27, 2004:
Page 1, line 22: change “Robins” to “Robbin”

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

Mr. Curran resides in the Village of Norwood on Second Street (between Center Street and Lake Street), a somewhat developed platted street not certified by CCRC. Mr. Curran and his neighbors currently fund maintenance, but would like CCRC snow removal service. Mr. Harmon informed him the ~~street~~ extension of Second Street, which is outside the plat, would have to be built to county specifications to obtain certified county road status and receive year-round maintenance. Necessities would include 66' deeded right-of-way, a turn around location, tree removal for widening and gravel addition. Mr. Curran will request necessary information if he decides to improve Second Street. The Board did assure Mr. Curran CCRC would assist 911 in emergency situations.

Mr. Loper resides on a downhill grade on Marion Center Road and is experiencing driveway erosion. Commissioner Way, Mr. Harmon and CCRC road foreman Melvyn Thayer conducted on-site review and found normal erosion when compared to like situations. Mr. Loper feels CCRC grader cutting into the shoulder the last five years has damaged the entrance, increasing erosion and causing vehicles to bottom out. Mr. Harmon said living lower than the road causes such problems since water naturally flows downhill; Mr. Thayer informed him this location has been a constant problem since he hired in 18 years ago. Mr. Harmon proposed two solutions, either CCRC could remove trees (requiring Mr. Loper's permission) and construct ditch, in conjunction with Mr. Loper placing a driveway culvert, or pave the hill from top to bottom with tip-up curbs (engineers estimate: \$7,000-\$8,000 for 810' project). Commissioners Saunders and Ogden will conduct on-site review sometime next week with Mr. Harmon.

Request to designate Mrs. Reddings Trail a Natural Beauty Road is postponed until Peaine Township written intents are received.

RESOLUTION

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

WHEREAS, the Charlevoix County Road Commission carries workers compensation benefits through the ASU Group, a County Road Association Self-Insurance Fund (CRASIF) associate.

WHEREAS, the Charlevoix County Road Commission is a CRASIF member; and

WHEREAS, CRASIF requests the Charlevoix County Road Commission Board name responsible parties to discuss private/personal workers compensation issues including settlement with the CRASIF Administrator or Treasurer,

NOW, THEREFORE, BE IT RESOLVED, the Charlevoix County Road Commission Board appoints their Clerk and/or Manager as contacts to discuss all aspects of workers compensation issues with the CRASIF Administrator or Treasurer, other than HIPPA protected issues.

Resolution accepted by the following voice vote:

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

I certify this to be a true Resolution adopted by the Charlevoix County Road Commission Board at their November 24, 2004 regular meeting.

Shelley Kondrat, Clerk

Mr. Harmon presented MDOT correspondence stating CCRC will receive \$124,600 Donegal Bay Non-Motorized Trail reimbursement. Mr. Harmon and Mrs. Kondrat will present fund allocation suggestions upon check receipt.

Local Task Force Meeting (TEA21) is set for 7:00 PM Wednesday, December 15, 2004; alternate date is 7:00 PM Tuesday, December 21, 2004.

RESOLUTION TO ACCEPT AND CERTIFY
Big Valley Trail, Pine Meadow Lane and Valley Vista Court,
BOYNE VALLEY TOWNSHIP, CHARLEVOIX COUNTY, MICHIGAN

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

WHEREAS, Home Town Builders, Inc. president P. Ron Turner (the “developer”) has offered to provide deeded right-of-way to the Road Commission for three newly constructed roads herein after described:

BIG VALLEY TRAIL, a 66' wide road right-of-way described as follows:

In the Township of Boyne Valley, Charlevoix County, Michigan,

Commencing at a 2 inch pipe at the South ¼ corner of Section 22, Town 32 North, Range 5 West; thence along the North and South ¼ line of said section, as monumented, North 00°47'36" East 1450.58 feet to a concrete monument; thence South 76°00'07" West (recorded as South 75°09'35" West) 1740.25 feet to a ½ inch rod on the Northeasterly line of Old Mackinaw Trail; thence along said trail, North 32°41'20" West 42.00 feet, being the POINT OF BEGINNING of this description; thence continuing along Old Mackinaw Trail, North 32°41'20" West 66.00 feet; thence North 57°16'55" East 124.36 feet; thence along the arc of a curve to the left 97.15 feet (radius of said curve is 217.00 feet, the central angle is 25°39'00", and the chord bears North 44°27'25" East 96.34 feet); thence along the arc of a curve to the right 369.74 feet (radius of said curve is 283.00 feet, the central angle is 74°51'26", and the chord bears North 69°03'38" East 344.00 feet); thence along the arc of a curve to the left 509.05 feet (radius of said curve is 783.84 feet, the central angle is 37°12'34", and the chord bears North 87°41'37" East 500.15 feet); thence along the arc of a curve to the left 283.67 feet (radius of said curve is 163.50 feet, the central angle is 99°24'27", and the chord bears North 19°23'07" East 249.41 feet); thence North 30°19'07" West 15.05 feet; thence along the arc of a curve to the right 85.80 feet (radius of said curve is 300.00 feet, the central angle is 16°23'14", and the chord bears North 22°07'30" West 85.51 feet) thence North 13°55'53" West 191.89 feet; thence along the arc of a curve to the right 435.93 feet (radius of said curve is 100.00 feet, the central angle is 249°46'01", and the chord bears South 69°02'52" East 164.06 feet); thence along the arc of a curve to the left 116.16 feet (radius of said curve is 100.00 feet, the central angle is 66°33'18", and the chord bears South 22°33'29" West 109.74 feet); thence along the arc of a curve to the left 91.33 feet (radius of said curve is 267.00 feet, the central angle is 19°35'57", and the chord bears South 20°13'08" East 90.89 feet); thence along the arc of a curve to the right 398.26 feet (radius of said curve is 229.50 feet, the central angle is 99°25'35", and the chord bears South 19°23'41" West 350.13 feet); thence along the arc of a curve to the right 551.86 feet (radius of said curve is 849.84 feet, the central angle is 37°12'22", and the chord bears South 87°41'50" West 542.22 feet); thence along the arc of a curve to the left 283.70 feet (radius of said curve is 217.00 feet, the central angle is 74°54'25", and the chord bears South 69°05'07" West 263.92 feet); thence along the arc of a curve to the right 126.69 feet (radius of said curve is 283.00 feet, the central angle is 25°39'00", and the chord bears South 44°27'25" West 125.64 feet); thence South 57°16'55" West 124.39 feet to the Point of beginning; being a part of the Southwest ¼ of Section 22, Town 32 North, Range 5 West. The above-described “Big Valley Trail” contains 3.262 acres and has a centerline length of 1831.20 feet.

PINE MEADOW LANE, a 66' wide road right-of-way described as follows:

In the Township of Boyne Valley, Charlevoix County, Michigan,

Commencing at a 2 inch pipe at the South ¼ corner of Section 22, Town 32 North, Range 5 West; thence along the North and South ¼ line of said section, as monumented, North 00°47'36" East 1450.58 feet to a concrete monument; thence South 76°00'07" West (recorded as South 75°09'35" West) 1740.25 feet to a ½ inch rod on the Northeasterly line of Old Mackinaw Trail; thence along said trail, North 32°41'20" West 108.00 feet; thence North 57°16'55" East 124.36 feet; thence along the arc of a curve to the left 97.15 feet (radius of said curve is 217.00 feet, the central angle is 25°39'00", and the chord bears North 44°27'25" East 96.34 feet); thence along the arc of a curve to the right 8.05 feet (radius of said curve is 217.00 feet, the central angle is 02°07'33", and the chord bears North 30°34'09" East 8.05 feet), being the POINT OF BEGINNING of this description; thence along the arc of a curve to the left 26.68 feet (radius of said curve is 20.00 feet, the central angle is 76°25'37", and the chord bears North 08°42'26" West 24.74 feet); thence North 46°55'15" West 18.76 feet; thence along the arc of a curve to the right 70.31 feet (radius of said curve is 283.00 feet, the central angle is 14°14'03", and the chord bears North 39°48'13" West 70.13 feet); thence North 32°41'12" West 807.06 feet; thence along the arc of a curve to the left 248.61 feet (the radius of said curve is 167.00 feet, the central angle is 85°17'39", and the chord bears North 75°20'01" West 226.28 feet); thence South 62°01'09" West 65.45 feet to the Northeasterly line of Old Mackinaw Trail; thence along said trail on the arc of a curve to the right 66.00 feet (radius of said curve is 1816.91 feet, the central angel is 02°04'53", and the chord bears North 27°58'08" West 66.00 feet); thence North 62°01'09" East 65.43 feet; thence along the arc of a curve to the right 346.86 feet (radius of said curve is 233.00 feet, the central angle is 85°17'39", and the chord bears South 75°20'01" East 315.71 feet); thence South 32°41'12" East 807.06 feet; thence along the arc of a curve to the left 53.91 feet (radius of said curve is 217.00 feet, the central angle is 14°14'03", and the chord bears South 39°48'13" East 53.77 feet); thence South 46°55'15" East 18.99 feet; thence along the arc of a curve to the left 27.90 feet (radius of said curve is 20.00 feet, the central angle is 79°55'34", and the chord bears South 86°53'02" East 25.69 feet); thence Southwesterly along the arc of a curve to the left 106.30 feet (radius of said curve is 283.00 feet, the central

angle is 21°31'16", and the chord bears South 42°23'33" West 105.67 feet to the Point of Beginning; being a part of the Southwest ¼ of Section 22, Town 32 North, Range 5 West.

The above-described "Pine Meadow Lane" contains 1.923 acres and has a centerline length of 1266.95 feet.

VALLEY VISTA COURT, a 66' wide road right-of-way described as follows:

In the Township of Boyne Valley, Charlevoix County, Michigan,

Commencing at a 2 inch pipe at the South 1/4 corner of Section 22, Town 32 North, Range 5 West; thence along the North and South 1/4 line of said section, as monumented, North 00°47'36" East 1450.58 feet to a concrete monument; thence South 76°00'07" West (recorded as South 75°09'35" West) 1740.25 feet to a 1/2 inch rod on the Northeasterly line of Old Mackinaw Trail; thence along said Trail, North 32°41'20" West 108.00 feet; thence North 57°16'55" East 124.36 feet; thence along the arc of a curve to the left 97.15 feet (radius of said curve is 217.00 feet, the central angle is 25°39'00", and the chord bears North 44°27'25" East 96.34 feet); thence along the arc of a curve to the right 8.05 feet (radius of said curve is 217.00 feet, the central angle is 02°07'33", and the chord bears North 30°34'09" East 8.05 feet); thence along the arc of a curve to the left 26.68 feet (radius of said curve is 20.00 feet, the central angle is 76°25'37", and the chord bears North 08°42'26" West 24.74 feet); thence North 46°55'15" West 18.76 feet; thence along the arc of a curve to the right 70.31 feet (radius of said curve is 283.00 feet, the central angle is 14°14'03", and the chord bears North 39°48'13" West 70.13 feet); thence North 57°18'48" East 66.00 feet; thence North 32°41'12" West 341.02 feet, being POINT OF BEGINNING of this description; thence along the arc of a curve to the right 31.39 feet (radius of said curve is 20.00 feet, the central angle is 89°55'34", and the chord bears North 12°16'35" East 28.27 feet); thence North 57°14'22" East 95.21 feet; thence along the arc of a curve to the right 81.34 feet (radius of said curve is 95.00 feet, the central angle is 49°03'35", and the chord bears North 81°46'09" East 78.88 feet); thence along the arc of a curve to the left 485.11 feet (radius of said curve is 100.00 feet, the central angle is 277°56'48", and the chord bears North 32°40'27" West 131.28 feet); thence along the arc of a curve to the right 81.08 feet (radius of said curve is 95.00 feet, the central angle is 48°54'06", and the chord bears South 32°48'12" West 78.64 feet); thence South 57°15'15" West 95.44 feet; thence along the arc of a curve to the right 31.44 feet (radius of said curve is 20.00 feet, the central angle is 90°03'33", and the chord bears North 77°42'58" West 28.30 feet); thence South 32°41'12" East 106.02 feet to the Point of Beginning; being a part of the Southwest 1/4 of Section 22, Town 32 North, Range 5 West.

The above-described "Valley Vista Court" contains 0.991 acres, and has a centerline length of 362.44 feet.

AND WHEREAS, the developer has 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 November 24, 2004.

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.

Resolution adopted by the following vote:

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

I certify this to be a true **RESOLUTION** copy made and adopted at the Charlevoix County Board of Road Commissioners November 24, 2004 regular meeting.

Shelley Kondrat, Clerk

Note: New certification mileage total for enclosed description is .6554 miles

Commissioner Roloff:

- Said the Recycling Committee is funding a cement pad and wooden fence on CCRC property for recycling area. They will also fund screening and place fence at CCRC Boyne City garage and M66 property if CCRC allows proposed township compost drop sites.
- Said the Recycling Committee has added office paper recycling to its East Jordan and Melrose Township transfer stations beginning December 01, 2004.

Mr. Gray:

- Requested Holy Island Bridge updates; Mr. Harmon said Northwest Design Group (NDG) engineering study is incomplete.
- Feels Old 31 in Emmet County is the ~~worse~~ worst road in Northern Michigan; Chairman Saunders explained no improvements have been made since original asphalt was placed.

New Eveline Township supervisor John Vron dran requested road project priority list from Mr. Harmon and Mr. Vanek. Eveline Township has \$170,000 in their road fund and he wishes to continue rotating projects from the east to the west side of Lake Charlevoix as in the past. Commissioner Ogden said Mr. Harmon should suggest rotation to South Arm Township when he sends their proposed road project priority list, and Advance Road should have wedge and overlay in the same season.

Commissioner Ogden:

- Asked about truck specifications; Mr. Luchenbill continues to prepare them.
- Asked if CCRC M66 property should be logged this winter. Mr. Harmon will pursue request.
- Requested Melrose Township project request update; Mr. Harmon said soil borings are complete and Mr. Vanek will report at next meeting.

Commissioner Way:

- Informed all present the Iron ton Ferry will close for the season at 10:00 PM tonight. One new clutch is installed and works well; other will be installed during down time (all at no expense due to contractor guarantee).
- Volunteered (at no charge) to mow a 4' swath on either side of US31 bike path three times next year using his personal equipment.

Chairman Saunders asked if posts on private Brock Road and Wickersham Road property will be removed. Mr. Harmon will send a certified letter to the property owner(s) requesting they remove the posts within 30 days. If not, the road commission will remove the posts since they are within 10' of the centerline, well within the road right-of-way.

Commissioner Ogden moved to pay bills totaling \$232,233.43, seconded by Commissioner Way.

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

Chairman Saunders adjourned the meeting at 11:20 AM.

NOVEMBER 8, 2004

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

Chairman Saunders, Commissioners Way and Ogden, County Commissioners Shirley Roloff and Dennis Jason, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Home Town Builders developer Ron Turner and Petoskey News-Review reporter Fred Gray.

Commissioner Ogden moved to approve October 25, 2004 regular meeting minutes with the following changes, seconded by Commissioner Way.

Page 1, line 54: change "FILES" to "FILED"
 Page 3, line 11: change "have donated" to "have offered to donate"
 Page 3, line 34: change "bid" to "quote"
 Page 4, line 3: change "poorly engineered" to "problematic"

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

Commissioner Way moved to approve the annual township meeting minutes listed below with the following changes, seconded by Commissioner Ogden.

Marion Township – October 19, 2004:

Page 1, line 9: change "the bid" to "bid the"
 Page 1, line 39: change "Moscow" to "Mascho"

Bay Township – October 19, 2004:

Page 1, line 22: change "see all overlay" to "see overlay"
 Page 1, line 26: change "a deck at said intersection, buy" to "a landing at Church Road intersecting Camp Daggett Road, but"

Page 1, line 30: change "Camp Ten Road" to "Camp Daggett Road"
 Page 1, line 34: change "much higher this." to "higher in 2005."

Eveline Township – October 26, 2004:

Page 1, line 26: change "intersection, going" to "intersection, is going"
 Page 1, line 33: change "access" to "excessive"

Chandler Township – October 26, 2004:

Page 1, line 10: change "sharing proposal" to "sharing if proposal"
 Page 1, line 11: change "MDOT told" to "MDOT stated"
 Page 1, line 24: change "for gravel roads," to "for some roads,"
 Page 1, line 43: change "rough gouge trenches because chip trucks hang low" to "overloaded trailers"

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

Mr. Turner presented Mr. Vanek with information requesting CCRC claim jurisdiction of three roads in his new subdivision off Old Mackinaw Trail, Boyne Valley Township. Mr. Vanek stated he and Mr. Harmon have been working with Mr. Turner throughout the road building process and will present proposed acceptance to the Board upon verifying all paperwork is in order.

Commissioner Jason said the Recycling Committee is trying to find locations for township residents to dump leaves and grass clippings (currently only Boyne Valley Township and Melrose Township have residential dump sites). The City of East Jordan and the City of Charlevoix have denied their request. Commissioner Jason approached Mr. Harmon last week requesting use of CCRC M-66 property, along with area behind CCRC Boyne City garage. The Board agrees this is a management decision. Mr. Harmon said mulch would come in handy to CCRC; he will arrange details with the Recycling Committee.

The Board directed Mr. Harmon to design and implement administrative staff consequences for future tardiness.

Commissioner Ogden moved to adopt the "Proposed 2004 Administrative Wage Scale" as presented (copy below), seconded by Commissioner Way.

MANAGER	\$2,357.11	TO	\$2,500.00	Bi-Weekly
BOARD CLERK	\$ 14.42	TO	\$ 19.53	Hourly
STAFF ENGINEER	\$ 15.38	TO	\$ 20.62	Hourly
STAFF ENGINEER (P.E.)	\$ 15.38	TO	\$ 21.11	Hourly
PAYROLL/ACCT. PAYABLE CLERK	\$ 9.62	TO	\$ 13.95	Hourly
ROAD FOREMAN	\$ 14.42	TO	\$ 18.92	Hourly
SKILLED FOREMAN (MECHANIC)	\$ 14.90	TO	\$ 19.52	Hourly
PURCHASING AGENT	\$ 12.02	TO	\$ 19.60	Hourly
ADMINISTRATIVE ASSISTANT	\$ 14.00	TO	\$ 15.38	Hourly
OFFICE ASSISTANT	\$ 8.00	TO	\$ 11.51	Hourly

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

Commissioner Ogden moved to adopt the following wages increases retroactive to July 01, 2004, seconded by Commissioner Way.

Manager: 2.5% increase
 Staff Engineer: 2.5% increase
 Road Foreman-Boyne City: 2.5% increase
 Road Foreman-Ironton: 2.0% increase

Purchasing Agent: 2.5% increase

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

Commissioner Way moved to accept and sign Grand Traverse Band of Ottawa and Chippewa Indians Subdivision Street Maintenance contract for their Eveline Township roads, seconded by Commissioner Ogden.

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

Recessed at 10:20 AM. Resumed at 10:35 AM.

Commissioner Way moved to transfer \$17,789.44 from the Buildings and Grounds Fund to the General Fund (for salt storage shed balance), seconded by Commissioner Ogden.

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

Mr. Harmon:

- Presented IV. Traffic Control Orders Establishing Speed Limits from the Michigan State Police (as Authorized by Section 257.628, Act 300, of Public Acts of 1949, as amended).
- Presented Michigan County Road Commission Self-Insurance Pool (MCRCSIP) review from their October 26, 2004 Loss Control Service Visit at CCRC Boyne City and Ironton garages, and surveying 25 miles of CCRC county roads. He reviewed the required minor changes noted by MCRCSIP inspector.
- Received driveway washout complaint from Marion Center Road resident Barry Loper. Mr. Harmon presented pictures taken during his inspection and explained driveway is downhill, but only slight washouts occur.

Mr. Vanek said US31 intersecting Boyne City-Charlevoix Road bids would be let in March 2005; completion date is before July 04, 2005. Design will accommodate stoplight if one is ever warranted.

Commissioner Ogden:

- Inquired about truck specifications. Mr. Harmon explained shop foreman Mick Luchenbill still has some adjustments to make before Board presentation.
- Asked if Northwest Design Group (NDG) has begun engineering on Shadow Trails, River Road and Springvale Road projects in Melrose Township. Mr. Vanek said soil borings should be done this week.
- Inquired about Donegal Bay non-motorized trail funds due from MDOT. Mr. Harmon met with MDOT-North Region Gaylord representative Tom Herringer last week and gave him all information, including Gosling-Czubak report. Mr. Herringer said pavement density tests were slightly low, but will review and call Mr. Harmon with results.
- Asked if Mr. Harmon plans to present fund ~~deposit~~ allocation suggestions. Mr. Harmon said he and Mrs. Kondrat would prepare proposal shortly.

Commissioner Way:

- Was pleased with Ferry Road reconstruction final cost (Norwood Township); \$7,500 under bid.
- Asked if CCRC road endings at lakes are well signed so Long Lake tragedy in Grand Traverse County doesn't reoccur in Charlevoix County.
- Requested Board room ceiling tiles be replaced.

Commissioner Saunders:

- Asked if Advance Road intersecting Peninsula Road stop sign has been placed; Mr. Harmon will attempt to complete before the next Board meeting.
- Asked if all paperwork requesting Mrs. Reddings Trail be designated a Natural Beauty Road has been received. Mr. Harmon has all information other than updated request letter, which should arrive any day.
- Asked if Critical Bridge Fund application has been approved for Holy Island Bridge repairs. Mr. Harmon has received nothing to date.

~~Commissioner Ogden moved to change the 9:00 AM November 22, 2004 regular meeting to 9:00 AM Tuesday, November 23, 2004 to allow full Board attendance, seconded by Commissioner Way.~~

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

Commissioner Ogden moved to pay bills totaling \$347,528.26, seconded by Commissioner Way.

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

Chairman Saunders adjourned the meeting at 11:35 AM.

OCTOBER 25, 2004

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

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

Commissioner Way moved to approve October 14, 2004 regular meeting minutes with the following changes, seconded by Commissioner Ogden.

Page 1, heading: add (Meeting rescheduled from October 11, 2004 to observe Columbus Day)
Page 2, line 47: change "Gerry" to "Gerald"
Page 3, line 9: change "defuse if car goes off road?" to "deflect errant car?"
Page 3, line 9: change "sight" to "location"

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

Commissioner Ogden moved to approve the annual township meeting minutes listed below with the following changes, seconded by Commissioner Way.

Wilson Township – October 18, 2004:

Page 1, line 15: change "of CCRC first obtaining right-of-way donation from Zink Road frontage property owners," to "of the property owners dedicating the necessary Zink Road right-of-way to CCRC,"
Page 1, line 30: change "since fuel usage" to "since statewide fuel usage"
Page 1, line 31: delete "Mr. Sorensen agreed cost of fuel has not kept up with other expenses since the 1980's."
Page 1, line 33: change "improvement" to "improve"
Page 1, line 38: change "awesome" to "favorable"

Charlevoix Township – October 18, 2004:

Page 1, line 17: change "passes" to "passed"
Page 1, line 20: change "Thanks" to "Thanked"

Evangeline Township – October 18, 2004:

Page 1, line 21: delete "(collected in Charlevoix County)"

Melrose Township – October 19, 2004:

Page 1, line 9: change "2005 project" to "2005 improvement project"
Page 1, line 12: change "spring thaw" to "spring thaw water"
Page 2, line 20: change "countywide road millage, which will be regulated by the townships." to "countywide millage, which will be returned to the township for possible road work."

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

Commissioner Ogden moved to pass the following MERS Benefit Program E Increase Resolution effective date January 01, 2005, seconded by Commissioner Way.

MUNICIPAL EMPLOYEES; RETIREMENT SYSTEM OF MICHIGAN

UNIFORM RESOLUTION FOR ADOPTING BENEFIT PROGRAM "E" INCREASE TO BE EFFECTIVE ON ADJUSTMENT DATE JANUARY 1, 2005

MUST BE ~~FILED~~ FILED WITH MERS BY DECEMBER 8, 2004.

To be effective for calendar 2005

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
(Municipality No.)

adopts for the following (circle only A or B):

A

All retirees and beneficiaries.

or

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

2. 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, 2003, 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 _____.

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

I certify that this Resolution was adopted by the CHARLEVOIX COUNTY ROAD COMMISSION

Governing Body

at its meeting held on OCTOBER 25, 2004.

Dated: OCTOBER 25, 2004

Signature of Authorized Official

CLERK
Title

All present discussed Peaine Township October 12, 2004 correspondence, which includes the following:

1. (The township wrote) Trucks, men and road grader to do annual spreading of gravel, grading, ditching in Peaine Township in the spring of 2005.

Mr. Harmon plans to send a spring crew as in the past.

2. (The township wrote) More dust control for the year 2005.

Mr. Harmon said townships order and fund local road brine 100%, the decision is theirs.

3. (The township wrote) Grader and 10-yard truck on Beaver Island full time.

Mr. Harmon said the current building is too small for such equipment. Such equipment can be considered if new building is constructed, pending necessary funds.

4. (The township wrote) New Charlevoix County Road Commission garage on Beaver Island.

Commissioner Roloff said townships have ~~donated~~ offered to donate property for building. The Board directed Mr. Harmon to receive CCRC Beaver Island garage appraisal estimates from realtor Ed Wojan and Charlevoix County Equalization Department representative Tom Wolff. Mr. Harmon said environmental studies are necessary before property is listed. (Please note: these plans are currently in the very beginning stages).

Mr. Harmon said Peaine Township and St. James Township monthly meetings are next week and Kings Highway invoices should be approved for payment. Mr. Harmon will inform both township supervisors the Road Commission Board might visit Beaver Island next summer.

Mr. Waldner said political signs are in road rights-of-way throughout Charlevoix County. Mr. Harmon said road foremen continued efforts have confiscated approximately two hundred illegally placed signs.

Administrative proposed wage scale and increases will be re-discussed November 08, 2004.

Recessed at 10:35 AM. Resumed at 10:45 AM.

Mr. Vanek presented "Private Roads Requirements Entering Public Roads" specifications. Commissioner Ogden has suggested changes before the Board accepts the addition to the County Road Specifications.

Mr. Harmon:

- Presented Northwest Design Group (NDG) \$8,000 estimate to conduct River Road and Springvale Road soil borings necessary for Melrose Township requested plans (see October 14, 2004 regular meeting minutes). The Board instructed Mr. Harmon to sign NDG professional services agreement for borings.
- Presented Martin Gas & Oil \$2.15 per gallon fuel oil ~~bid~~ quote for CCRC Beaver Island garage; he has authorized them to fill the tank before winter.
- Said CCRC shop foreman Mick Luchenbill should have truck specifications ready for November 08, 2004 review (two 5-yard single axle trucks with underbodies, dump boxes and plows).

Mr. Vanek said Thumb Lake Road is currently out to bid with a 5-week letting; opening will be at MDOT December 03, 2004. Project is from Slashing Road, tying into the Boyne River crossing project, (this would leave 8/10 mile incomplete east of US131, costing approximately \$200,000). The Board instructed Mr. Harmon to request project completion at upcoming local TEA-21 meeting.

Mr. Gray suggested CCRC hire NDG to engineer new Beaver Island garage facility when the time comes; they just completed Emmet CRC facility in Levering and understand all design aspects.

Commissioner Way said Cemex has placed "No Camping" signs along their property where Lake Shore Drive ends (Charlevoix Township). Cemex will call the Sheriff Department to handle trespassers.

Commissioner Saunders:

- Requested Donegal Bay Non-Motorized Trail update. Mr. Harmon and Mr. Vanek held a telephone conference with Gosling-Czubak representative, who informed them the gravel passed, but the density on the asphalt averaged 91-92% (normal is 93%). Mr. Harmon is currently waiting for Gosling-Czubak written results for presentation to MDOT North Region Office in Gaylord.
- Was asked by the Charlevoix County Board Chairman to replace the yield sign at Peninsula Road and Advance Road with a stop sign. Mr. Harmon, Mr. Vanek and Commissioner Ogden will conduct on-site review at this ~~poorly engineered~~ problematic three-way intersection.

Commissioner Way moved to transfer \$107,849.14 from the Re-seal Fund to the General Fund to pay H&D, Inc. for 23A manufactured gravel processed at Cemex pit, seconded by Commissioner Ogden.

VOTE: Ayes – 3 Nays – 0 Motion carried.

Commissioner Ogden moved to pay bills totaling \$547,687.92, seconded by Commissioner Way.

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

Chairman Saunders adjourned the meeting at 11:44 AM.

OCTOBER 14, 2004

Chairman Saunders called the meeting to order at 9:05 AM.

Chairman Saunders, Commissioners Way and Ogden, County Commissioner Shirley Roloff, Patrick Harmon, James Vanek and Shelley Kondrat attended.

Commissioner Way moved to approve September 27, 2004 regular meeting minutes with the following changes, seconded by Commissioner Ogden.

- Page 1, line 4: delete "Commissioner Roloff was absent and Mr. Vanek was overseeing paving project."
- Page 1, line 22: change "Cemex has graciously offered" to "Cemex offered"
- Page 1, line 31: add "(by letter)" after "requested"
- Page 1, line 37: delete "with 1 ½" overlay."
- Page 1, line 40: change "10:15 AM" to "10:30 AM"
- Page 1, line 44: delete "(Vern Bauer)"
- Page 1, line 54: add "(Note: Board met at special meeting October 01, 2004 regarding grader purchase)."
- Page 2, line 9: change "tests pass" to "if tests pass"
- Page 2, line 22: change "mediator's suggestions." to "fact finder's recommendations."
- Page 2, line 25: change "CCRC contracts." to "CCRC construction specifications and material bids."
- Page 2, line 46: delete "Mixing liquid with salt could save MDOT 75% in costs (approximately \$37/ton vs. approximately \$42/ton)."

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

Commissioner Ogden moved to approve October 01, 2004 special meeting minutes with the following changes, seconded by Commissioner Way.

- Page 1, line 14: change "has non-sufficient funds for" to "cannot fund"
- Page 1, line 32: delete "(contaminated by project material)"
- Page 1, line 37: change "high, normal range," to "high side of specifications,"
- Page 1, line 38: change "Presented attorney" to "Presented labor attorney"
- Page 1, line 39: change "hear" to "near"

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

Beaver Island resident Barbara Spencer will re-submit natural beauty road designation paperwork for Mrs. Reddings Trail.

Commissioner Ogden moved to rename the "Salt Storage Building Fund" to the "Buildings and Grounds Fund", seconded by Commissioner Way.

VOTE: Ayes – 3
Nays – 0
Motion carried.

All present discussed St. James Township October 07, 2004 correspondence, including following issues:

1. We (the township) would like to see a program or schedule for street cleaning-last winter's sand is still on the road in some places.

Mr. Harmon and Mr. Vanek didn't notice winter sand on roadways when they were on Beaver Island within the last few weeks.

2. We (the township) would like to see a program or schedule for cleaning the catch basins.

Mr. Harmon has implemented a two-year catch basin cleaning program.

3. We (the township) would like to see the Road Commission build a new garage on Beaver Island.

CCRC currently has no available funds to build new Beaver Island road commission garage.

4. (The township wrote) Is there a time set for the installation of the new road signs in St. James Township?

Commissioner Roloff said residents would assist CCRC employees in placing county number signs in spring 2005.

5. (The township wrote) Has any thought been given to the Road Commission contracting for road gravel on Beaver Island? The Townships could reimburse their share. This would have the benefit of the Road Commission controlling the quality and availability.

Mr. Harmon presented R. Gillespie Enterprises, Inc. \$8.00/cyd quote for road gravel from Welke Pit, Beaver Island.

10:20 AM recesses. 10:30 AM resumed.

10:30 AM-Ironton garage winter 2004-05 ice control sand bids.

<u>CONTRACTOR</u>	<u>UNIT PRICE</u>	<u>TOTAL BID</u>
Sackrider Construction	\$6.20/cyd	\$21,700.00 total
H&D, Inc.	\$4.93/cyd	\$17,255.00 total
Drenth Brothers	\$4.31/cyd	\$15,085.00 total

Commissioner Way moved to award Ironton garage winter 2004-05 ice control sand bid to low bidder Drenth Brothers, Inc. at \$4.31/cyd. (totaling \$15,085.00), seconded by Commissioner Ogden.

VOTE: Ayes – 3
Nays – 0
Motion carried.

From here on out, the “Stock Clerk” title will be changed to “Purchasing Agent”. Mr. Harmon will present revised administrative pay scale at October 25, 2004 meeting. The Board requested Mr. Harmon consider timeliness, attendance, sick time, accomplishment, achievements and abilities when recommending administrative pay increases (at a future date).

Mr. Vanek said Kings Highway project on Beaver Island was completed in 1½ weeks. The final project cost is over budget due to incorrect asphalt plan quantities, as well as failure to include Beaver Lodge Trail gravel, gravel for various driveway and shoulder areas, drainage structure, etc. (compiled information is on file). St. James Township supervisor Don Vyse appreciated Mr. Vanek overseeing the project. Mr. Vanek, Mr. Harmon, H&D, Inc. representative Jim Pemberton, township supervisors and township engineer Gary Vogt will meet next week to review final quantities. Mr. Harmon will suggest the Road Commission and the townships split the approximately \$20,000.00 catch basin paving overrun 50/50. Mr. Harmon will sign off the account when H&D, Inc. is paid in full for the project.

Melrose Township Road Committee member ~~Cory~~ Gerald Londal requested Shadow Trails, River Road and Springvale Road reconstruction project plans from the Road Commission for public presentation to support their road mileage proposal. Mr. Vanek and Northwest Design Group engineer will prepare requested plans for May 2005.

Cemex would like to place steel cyclone fencing on their Charlevoix Township property line at Lake Shore Drive road end to eliminate trespassing fishermen (for liability reasons). Commissioner Roloff feels fence would cause bad press toward Cemex and would rather see “No Camping” signs, as well as public education on use of private property.

Mr. Vanek said Ferry Road project in Norwood Township is almost complete; other than gravel which will be done spring 2005.

Commissioner Ogden will assist Mr. Vanek with plat specifications and private road specifications.

Commissioner Way:

- Is concerned with Boyne City-Charlevoix Road cement structure on sharp curve at Lake Charlevoix Farm Barn in road right-of-way. Should CCRC make owner remove it to lessen CCRC liability, or protect with guardrail to ~~defuse if car goes off road~~ deflect errant car? (Past accident at this ~~eight~~ location was very costly to CCRC).
- Said H&D, Inc. is running out of material to complete 42,000-cyd 23A manufactured gravel at Cemex, final amount will be approximately 38,000-cyd.

Commissioner Saunders:

- Requested an Annual Township Meeting schedule, which Mrs. Kondrat will provide.
- Requested Donegal Bay Non-Motorized Trail update. Mr. Harmon said the gravel met specifications, but the asphalt density test was 91-92%, which is in the lower limit. The asphalt averaged just over 2”, but varied from 1 ½” – 2 ⅞” thick. Currently CCRC is awaiting Gosling-Czubak report to re-meet with MDOT.

Commissioner Way moved to pay bills totaling \$316,752.38, seconded by Commissioner Ogden.

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

Chairman Saunders adjourned the meeting at 12:30 PM.

SEPTEMBER 27, 2004

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

Chairman Saunders, Commissioners Way and Ogden, Patrick Harmon and Shelley Kondrat attended, along with H&D, Inc. representative Don Griffin and Petoskey News-Review reporter Fred Gray. ~~Commissioner Roloff was absent and Mr. Vanek was overseeing paving project.~~ Additional persons attending bid opening: CCRC shop foreman Mick Luchenbill, Contractors Machinery (WT&E) representative Jim Stepp and Michigan Caterpillar representative Vern Bauer.

Commissioner Way moved to approve September 13, 2004 regular meeting minutes with the following changes, seconded by Commissioner Ogden.

Page 1, line 26: add "on a private road" following "building sites"
Page 1, line 27: change "13' setback." to "13' deceleration lane."
Page 1, line 28: Remove "The Board granted variance to Mr. Zibell."
Page 1, line 28: add "private road access" between "present" and "policy"
Page 3, line 23: change "interest" to "interested"
Page 4, budget: change ",31709,884.84" to "3,170,884.84"

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

Mr. Griffin reported H&D, Inc. was unable to produce 42,000 tons of 23A MDOT specification gravel at Cemex pit because proper materials were not present at specified site. Cemex ~~has graciously~~ offered an alternative location in their quarry where material is available.

Commissioner Ogden moved to authorize H&D, Inc. to mobilize at Cemex pit quarry and crush 42,000-tons pure rock into 23A MDOT specified gravel for \$2.74/ton due to the fact that original material was inadequate (see original 09/13/04 bid opening), seconded by Commissioner Way.

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

Beaver Island resident Barbara Spencer has requested (by letter) designating Mrs. Reddings Trail as a Natural Beauty Road since the safety issues have been resolved. Mr. Harmon will inform Mrs. Spencer proper paperwork must be submitted; he will also receive township feedback from Peaine Township supervisor John Works, Jr.

Mr. Vanek informed Mr. Harmon Kings Highway project figures were incorrect; four-corners intersection was figured at 1 ½" overlay and requires a 3-inch overlay as other intersections do, and overlay must be higher at catch basins through town totaling approximately \$20,000. All present agree job should be done correctly ~~with 1 ½" overlay~~. The Board directed Mr. Harmon to request St. James Township share 50/50 in overrun.

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

10:30 AM: Open 2005 Work-Ready Tandem Drive Motor Grader with Wing Plow bids.

	<u>WT&E</u>	<u>JDE Equipment Company</u>	<u>Michigan Cat (Vern Bauer)</u>
Make/Model:	Volvo G-730B	John Deere C Series II 772	Caterpillar 140H
Gross cost:	\$174,220.00	\$181,575.00	\$191,000.00
Trade-in allowance:	\$ 37,400.00	\$ 55,000.00	\$ 50,000.00
Net cost:	\$148,020.00	\$126,575.00	\$141,000.00
Guaranteed re-purchase price:	\$ 60,977.00	\$ 82,770.00	\$ 80,000.00
Total CCRC final cost:	\$ 87,043.00	\$ 52,030.00	\$ 70,870.00

Mr. Luchenbill will review and present recommendation at October 14, 2004 meeting. (Note: Board met at special meeting October 01, 2004 regarding grader purchase).

Commissioner Way moved to set Ironton garage winter ice control sand bid opening at 10:30 AM October 14, 2004, seconded by Commissioner Ogden.

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

Mr. Harmon:

- Along Mr. Vanek and Mr. Vogt met with MDOT last week regarding Donegal Bay non-motorized trail federal reimbursement. MDOT said the Federal Highway Department indicated CCRC would be reimbursed 100% if tests pass specifications per original agreement. MDOT will measure full project length and split into three sections, with two borings from each section. MDOT and Mr. Harmon will be present when Gosling-Czubak or H&D, Inc. retrieve borings, after which Gosling-Czubak will conduct testing at CCRC expense.
- Accepted plaque from the Charlevoix County Farm Bureau Annual Meeting Saturday night recognizing CCRC improved service to roadside maintenance.
- Said by January 2005, CCRC must comply with MDOT bridge inspections, including bridge scour; Northwest Design Group (NDG) will conduct necessary inspections.
- Has received nothing regarding Holy Island bridge grant application, though Mr. Harmon met with residents last week who still insist on dredging and lengthening bridge. He recommended they wait for NDG options and estimates before applying for loans or trying to raise funds.
- Said union representative Butch Carmien was scheduled Friday, September 17, 2004 to sign the contract, but the union cancelled the appointment and hasn't signed the contract to date. The medical insurance change will be effective October 01, 2004 at 12:00 AM since the union signed a letter of agreement accepting the mediator's suggestions fact finder's recommendations.

Commissioner Ogden:

- Presented "non-discrimination" clause for addition to all future CCRC ~~contracts~~ construction specifications and material bids.
- Presented final "Review 2003" for October 13, 2004 presentation to the County Board.

Commissioner Way:

- Asked if the DuraPatcher was used in 2004. Mr. Harmon said it has been, but not as much as he wanted it to be; the tar storage unit is currently empty.
- Asked if gravel projects are complete. Mr. Harmon said final projects are being completed.
- Requested Ferry Road project, Norwood Township, update. Mr. Harmon said contractor requires extra completion time due to township lengthy decision to award project. Wayne Boss did not write tree removal and grubbing into specifications so the ditch may vary from plans, but the completed project will have positive drainage full-length.

Commissioner Saunders:

- Attended the MERS Annual Meeting this week and reported they have received their certificate to begin their self-insured, self-funded medical insurance program; members will be receiving information.

Commissioner Ogden moved to pay bills totaling \$303,427.47, seconded by Commissioner Way.

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

Commissioner Way asked if liquid de-icing is being used to treat salt. Mr. Harmon said MDOT is testing in a few of their maintenance garages, but are using pre-treated salt, which is very expensive. ~~Mixing liquid with salt could save MDOT 75% in costs (approximately \$37/ton vs. approximately \$42/ton).~~

Chairman Saunders adjourned the meeting at 11:50 AM.

SEPTEMBER 13, 2004

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

Chairperson Saunders, Commissioners Way and Ogden, County Commissioner Shirley Roloff, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with land developer Bill Zibell, H&D, Inc. representative Don Griffin and Northwest Design Group (NDG) Engineers Howard Haselschwardt and Lucas Porath.

Commissioner Way moved to approve July 26, 2004 regular meeting minutes with the following changes, seconded by Commissioner Ogden.

Page 1, line 39: change "monies is approximately" to "monies are approximately"
 Page 2, line 14: change "(just pavement widening)" to "(pavement widening only)"
 Page 2, line 17: change "(just pavement widening)" to "(pavement widening only)"
 Page 2, line 25: change "Mr. Voogt requested the Kings Highway" to "By phone, Mr. Voogt requested the Kings Highway"
 Page 2, line 37: change "so officers know it is or" to "so officers know limitations or"
 Page 2, line 37: change "Mr. Harmon will look into it." to "Mr. Harmon will investigate."
 Page 2, line 52: "language require detailed" to "language requires detailed"
 Page 3, line 14: change "lawn tractor is too small and damage was done to it." to "lawn tractor is too small and was damaged."
 Page 3, line 16: change "asked the Beaver Island" to "asked about the Beaver Island"
 Page 3, line 17: change "but he needs" to "but Mr. Haggard needs"
 Page 3, line 36: change "James G. Vanek, Temporary Clerk" to "James G. Vanek, Staff Engineer"

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

Mr. Zibell presented revised plans for Boyne City-East Jordan Road entryway to seven residential building sites on a private road with 35/25 turning radius and full 13' ~~setback~~ deceleration lane. The Board said CCRC is only concerned within right-of-way, and agreed these plans are sufficient. ~~The Board granted variance to Mr. Zibell.~~ Mr. Vanek will present Private Road Access policy at September 27, 2004 CCRC meeting.

Mr. Haselschwardt presented Thumb Lake Road reconstruction project update; Mr. Porath explained the insufficient funding to complete Phase II (MDOT bid letting December 03, 2004).

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

POLICY TITLE: "TITLE VI"

INDEX NO.: 04-1

CHARLEVOIX COUNTY ROAD COMMISSION

ADOPTED: SEPTEMBER 13, 2004

PURPOSE

1. To adhere to Federal Governmental "Equal Opportunity Employers" laws.

STATEMENT OF POLICY

The Charlevoix County Road Commission is committed to ensuring that the fundamental principles of equal opportunity are upheld in all decisions involving our employees and contractors/consultants, and to ensuring that the residents of our county are afforded access to our programs and services.

The Board of Charlevoix County Road Commission Road Commissioners designates the Manager as the Title VI officer with the responsibility of ensuring the Charlevoix County Road Commission's compliance with Title VI regulations in association with the Michigan Department of Transportation Title VI Department. The head of each department is responsible for ensuring that, within their department, no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Charlevoix County Road Commission program or activity on the grounds of race, color, national origin, income, sex, age, disability, or limited English proficiency. The Charlevoix County Road Commission assures all its programs and activities will be free from discrimination, whether those programs and activities are federally funded or not.

Inquiries concerning the Charlevoix County Road Commission's policies, investigations, complaints, compliance with applicable laws, regulations, and concerns regarding compliance with Title VI may be directed to the Manager, Charlevoix County Road Commission, 1251 Boyne Avenue, P.O. Box 39, Boyne City, MI 49712-0039. 231.582.7330

This policy statement will be circulated throughout the Charlevoix County Road Commission and included by reference in all contracts, agreements, programs and services administered by the Charlevoix County Road Commission.

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

Wayne Saunders, Chairperson

Shelley Kondrat, Clerk

All present discussed motor grader with wing plow specifications prepared by shop foreman Mick Luchenbill. Mr. Harmon said wing plow worked favorably last winter, but was needed on both sides of the county. Financial situation was discussed; Equipment Fund has sufficient monies.

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

10:30 AM-42,000 tons 23A manufactured gravel at Cemex location bid openings (with addendum to manufacture 10,000 tons of 23A modified gravel having 9-25% wash), attended by H&D, Inc. representative Don Griffin. (Engineer's estimate: \$4.00-\$4.50/ton).

<u>CONTRACTOR</u>	<u>PRICE/TON</u>	<u>TOTAL BID</u>	<u>ADDENDUM PRICE/TON</u>	<u>TOTAL BID</u>
H&D, Inc.	\$2.12/ton	\$ 89,040.00	\$1.72/ton	\$17,200.00
MDC, Inc.	\$4.75/ton	\$199,500.00	\$3.75/ton	\$37,500.00

Mr. Griffin said on-site sand required to manufacture 42,000 tons 23A specified gravel might be insufficient; optional 10,000 tons 23A modified gravel will be manufactured only if necessary.

Commissioner Way moved to award 42,000 tons 23A MDOT specification gravel production at Cemex location to low bidder H&D, Inc. for \$2.12/ton; total \$89,040.00. Manager/staff engineer discretion to manufacture 10,000 tons 9-25% wash if on-site sand doesn't allow full 42,000 tons 23A manufactured gravel, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to open Work-Ready Tandem Drive Motor Grader with Wing Plow bids at 10:30 AM September 27, 2004, seconded by Commissioner Way.

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

The Board signed the "Agreement Between the Board of County Road Commissioners of Charlevoix County and Teamsters State, County and Municipal Workers - Local Union No. 214", which expires December 31, 2006.

Mr. Harmon presented MDOT written response to Donegal Bay Non-Motorized Trail funding inquiry. CRAM Director John Niemela and MDOT representative Ron DeCook informed Mr. Harmon it is entirely an MDOT decision to release funds; Federal Highway doesn't have specific testing guidelines for non-motorized trails, but must accept project completion paperwork. Mr. Harmon and Mr. Vanek will meet with MDOT Regional Director Brian Ness in Gaylord next week to discuss "after the fact" testing (by an outside consultant) to ensure funds are released to CCRC. Mr. Voogt wants to put another package together for Mr. Ness, showing all testing was done and correct. The Board feels only Mr. Harmon and Mr. Vanek should meet with Mr. Ness.

Commissioner Way moved to change 9:00 AM Monday, October 11, 2004 regular meeting to 9:00 AM Thursday, October 14, 2004 in recognition of Columbus Day, seconded by Commissioner Ogden.

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

Annual Township meetings will be scheduled for 6 PM, 7 PM and 8 PM on October 18, 19, 20, 25, 26 & 27, 2004.

Commissioner Ogden moved to authorize manager Patrick Harmon to sign Charlevoix State Bank papers securing Kings Highway reconstruction project funds, seconded by Commissioner Way.

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

Mr. Harmon will compose congratulatory letter to Peaine Township and St. James Township. Mr. Vanek will be on-site during entire Kings Highway paving. Before one-time project payment is made, Mr. Harmon, Mr. Vanek, Mr. Voogt, Peaine Township supervisor John Works, Jr. and St. James Township supervisor Don Vyse will review and agree upon final quantities.

Commissioner Roloff:

- Asked if CCRC is interested in John Haggard Beaver Island property donation. Mr. Harmon said yes, but Mr. Haggard must present quit claim deed by title agency for CCRC acceptance.

- Reminded all present Saturday, September 18, 2004 is household hazardous waste pick-up at CCRC Boyne City garage.

Commissioner Ogden moved, seconded by Commissioner Way that for the purpose of administering the General Appropriations Act in accordance with the provisions of Public Act 2 of 1968, as amended, the following provisions are included:

- Patrick Harmon, Manager, is designated Chief Administrative Officer, and Shelley Kondrat, Clerk, is designated as Fiscal Officer.
- The chief administrative officer is authorized to transfer up to 25% of a line-item amount approved in the General Appropriations Act to another line-item without prior approval, but subject to approval of the Board of County Road Commissioners at their next regular Board Meeting.
- The expenditure amount approved in the General Appropriations Act for Distributive Expense shall be allocated to the various other expenditure line items in the proportion as the allocation of actual Distributive Expense at year end.

MOTION APPROVED by roll call vote:

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

Notes: The budget summary page of the recommended budget, or a copy thereof may be included in the General Appropriations Acts in lieu of the above figures.

Commissioner Ogden moved to accept the following 2004 Budget Amendment proposed by the Clerk, seconded by Commissioner Way.

Presented September 13, 2004 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 BUDGET AMENDMENT					
REVENUES (AND OTHER SOURCES)		AMOUNT			
DEPARTMENT OR CLASSIFICATION		ESTIMATED PRIOR	PREVIOUSLY	RECOMMENDED	
PAGE NO.	ACCOUNT DESCRIPTION	YEAR (12-31-03)	APPROVED BUDGET	12-31-04 BUDGET	
2	TRANSPORTATION	3,170,884.84	3,605,000.00	3,605,000.00	
2	FEDERAL & STATE REVENUE	1,355,673.08	142,000.00	173,873.52	
2	ECONOMIC DEVELOPMENT FUND	0.00	0.00	0.00	
2	TRUNKLINE MAINTENANCE-PRIMARY	383,301.61	400,000.00	400,000.00	
2	COUNTY RAISED REVENUE	1,309,624.82	500,000.00	1,712,524.14	
2	OTHER RAISED REVENUE	745,549.36	0.00	0.00	
2	INTEREST EARNED	15,979.50	16,000.00	16,000.00	
2	SALVAGE SALES	550.65	500.00	1,264.31	
2	GAIN/LOSS-EQUIPMENT DISPOSALS	6,004.00	0.00	1,712.00	
2	PERMIT FEES	26,437.00	25,000.00	25,000.00	
2	OTHER	350.00	0.00	350.00	
TOTAL REVENUES		7,014,354.86	4,688,500.00	5,935,723.97	
TOTAL OTHER SOURCES		0.00	0.00	0.00	
TOTAL REVENUES AND OTHER SOURCES		7,014,354.86	4,688,500.00	5,935,723.97	
EXPENDITURES (AND OTHER USES)		AMOUNT			
DEPARTMENT OR CLASSIFICATION		ESTIMATED PRIOR	PREVIOUSLY	RECOMMENDED	
PAGE NO.	ACCOUNT DESCRIPTION	YEAR (12-31-03)	APPROVED BUDGET	12-31-04 BUDGET	
3	HEAVY MAINTENANCE	3,180,559.77	0.00	1,672,603.89	
3	REGULAR MAINTENANCE	2,875,066.13	0.00	2,758,465.16	
3	TRUNKLINE MAINTENANCE-PRIMARY	391,431.51	0.00	400,000.00	
3	ADMINISTRATIVE EXPENSE (NET)	430,344.50	0.00	323,794.68	
3	EQUIPMENT EXPENSE (NET)	69,026.47	0.00	63,250.00	
3	CAPITAL OUTLAY (NET)	704,257.49	0.00	49,677.25	
3	DISTRIBUTIVE EXPENSE	0.00	0.00	629,688.13	
3	OTHER	0.00	0.00	0.00	
TOTAL EXPENDITURES		7,650,685.87	0.00	5,897,479.11	
OTHER USES		0.00	0.00	0.00	
AMOUNTS NEEDED FOR CONTINGENCIES		0.00	0.00	0.00	
TOTAL EXPENDITURES AND OTHER USES		7,650,685.87	0.00	5,897,479.11	

CURRENT ESTIMATED OPERATING SURPLUS (DEFICIT)	38,244.86
ACCUMULATED AVAILABLE UNAPPROPRIATED SURPLUS (DEFICIT) FROM PRIOR YEARS	1,229,245.20
PROJECTED SURPLUS AT END OF BUDGET YEAR	1,267,490.06

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

Commissioner Way moved to pay Jensen Bridge and Supply Company invoice # J11822 dated 09/09/04 totaling \$2,204.53 (\$22.05 discount if paid by 09/20/04), seconded by Commissioner Ogden.

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

Commissioner Ogden:

- Requested Holy Island Bridge update. Mr. Harmon has received nothing from the Critical Bridge fund or anyone else involved.
- Requested Villa de Charlevoix stop light request update (at Boyne City-Charlevoix Road intersection). Mr. Vanek said limb clearing was performed to enhance sight distance; traffic study and traffic counts are complete. Review with NDG to determine if caution light is warranted.
- Asked if buildings and grounds requests have been prioritized. Mr. Harmon said no, but stock clerk Ken Howard is obtaining quotes for a heater and a garage door at the Ironton Garage location.

Commissioner Way moved to pay bills totaling \$91,952.78, seconded by Commissioner Ogden.

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

Chairman Saunders adjourned the meeting at 12:07 PM.

AUGUST 23, 2004

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

Chairman Saunders, Commissioners Way and Ogden, County Commissioner Shirley Roloff, Patrick Harmon and James Vanek attended, along with Eveline Township Supervisor Dan Skrzeczkoski, Eveline Township resident Dan Thomas and land developer Bill Zibell.

Commissioner Way moved to approve August 9, 2004 regular meeting minutes as presented, seconded by Commissioner Ogden.

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

Land developer Bill Zibell addressed the Board regarding his seven parcel subdivision entryway onto Boyne City-East Jordan Road, Wilson Township. The subdivision road is 16-Foot wide with 2-Foot gravel shoulders and is private. Mr. Zibell feels the “*Typical Approach to Primary/Local Road*” typical section (Public Road Development Standard Detail #7) is financially burdensome since the subdivision only has seven lots and is to remain private. Mr. Zibell would like to revise the entryway onto Boyne City-East Jordan Road as follows:

- Reduce 32-FT throat width between concrete curbs to 24-FT
- Reduce 13-FT offset from Boyne City-East Jordan Road pavement edge to concrete curb to 12-FT. He could keep the 13-FT offset but the curb radii would have to be 30-FT entering and 20-FT departing.

Commissioner Ogden stated current “*Standards and Specifications for Plat, Condominium and Public Road Development*” (adopted April 12, 2004) is based on various design and safety factors. Since current specifications do not address low volume private roads, he recommended having Mr. Harmon and Mr. Vanek review request and get back with Mr. Zibell.

Commissioner Way moved to open 42,000 Tons 23A MDOT Specification Aggregate production bids at Ce-Mex Pit, Charlevoix Township, at 10:30 AM Monday, September 13, 2004, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to award Wildwood Harbor Road wedge & overlay bid, Evangeline Township, to H & D, Inc. (\$79,762.75), seconded by Commissioner Way.

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

Reviewed Northwest Design Group Thumb Lake Road design engineering proposal. Mr. Harmon informed the Board that current Federal and State allocated monies ~~is~~ are approximately 1.1 million and engineers estimate is approximately 1.5 million. Howard Haselschardt (NDG President) will be at next road commission meeting to present Thumb Lake Road Reconstruction plans and possible cost saving options.

Commissioner Ogden moved to accept Northwest Design Group Thumb Lake Road design engineering proposal, seconded by Commissioner Way.

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

Reviewed and signed Donegal Bay Non-Motorized Trail letter to Gloria Jeff, MDOT Director. Chairman Saunders appreciated the great job Commissioner Ogden did in drafting the letter.

Commissioner Way moved to transfer \$44,678.36 from the Equipment Fund to the General Fund to pay Bob Mathers Ford for two new pick-up trucks (\$22,339.18 each), seconded by Commissioner Ogden.

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

Recessed at 10:00 AM; resumed at 10:15 AM.

Eveline Township resident Dan Thomas approached Board regarding a gate being installed across Holy Island Road west of Sequanota Road, cutting off access to his back 80 acres. Mr. Harmon said that Holy Island Road portion was certified through 1976, but deleted in 1977 and is currently not a county road. Mr. Harmon could not find any documentation showing its abandonment. Mr. Thomas would like the road to be certified again. Commissioner Ogden explained the road commission couldn't just re-certify the road. It would have to be built to current road commission standards and satisfy various other requirements.

10:30 AM Ferry Road bituminous widening and Peaine/St. James Townships Kings Highway wedge and overlay bid openings, attended by Payne and Dolan representative Roger Perttu.

Ferry Road bituminous widening (Eveline Township):

<u>CONTRACTOR</u>	<u>TOTAL BID</u>	
H & D, Inc.	Option #1 (just pavement widening only):	\$45,390.50
	Option #2 (pavement widening & overlay):	\$71,268.00
Payne & Dolan	Option #1 (just pavement widening only):	\$55,854.30
	Option #2 (pavement widening & overlay):	\$86,109.30

Peaine/St. James Townships Kings Highway wedge and overlay:

<u>CONTRACTOR</u>	<u>TOTAL BID</u>
H & D, Inc.	\$314,097.00

By phone, Mr. Voogt requested the Kings Highway bid be awarded today. The Board will award the bid when bonding paperwork is in place and the contract between the road commission and townships is signed.

Mr. Skreczkoski:

- Asked Board their stand on Mr. Hevey's request to abandon River, Elm and Mechanic Streets. Mr. Hevey owns lots 71 & 72 in Ironton, Schoffen's Addition, T.33.N-R 7W., Eveline Township. Commissioner Ogden said the road commission does not have an interest in it because the roads are not accepted and certified as county roads.
- Informed the Board a resident on Sequanota Road, north of M-66, obtained a \$24,000.00 quote from a contractor to ditch and gravel Sequanota Road from pavement end to Shaw Road.
- Said he and the County Sheriffs Department have received complaints of people partying on Sanderson Road at the road lake ending. Asked if the road commission could place stakes delineating the road right-of-way so officers know ~~the~~ limitations or a sign saying "No Camp Fires". Mr. Harmon will ~~look into it~~ investigate.
- Inquired about a culvert being installed on Ferry Road just west of Sequanota Road. Mr. Vanek and Mr. Thayer met with MDC Contracting regarding the request and concluded the culvert wasn't necessary due to the existing

topography. Ditching will be done to minimize any potential water ponding at the intersections southwest quadrant property.

Commissioner Ogden moved to enter closed session at 11:32 AM to discuss union negotiations, seconded by Commissioner Way.

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

Resumed regular session at 12:05 PM.

Mr. Harmon:

- Melrose Township road bonding proposal to fund primary road improvements in their township would not be on the November ballot. Public Act 111 of 1956 language requires detailed plans and road construction estimated costs. Commissioner Ogden suggested a basic set of plans be prepared for Shadow Trails, River and Springvale Roads to satisfy law requirements.
- Beaver Island Truck #37 needs a new sander. Mr. Luchenbill obtained quotes for a new 5 cubic yard stainless steel V-bottom sander box. Truck & Trailer Specialties was low quote at \$7,841.00. Commissioner Way moved to purchase 5 cubic yard stainless steel V-bottom sander box for Truck #37 from low quote Truck & Trailer Specialties for \$7,841.00, seconded by Commissioner Ogden.

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

- Grader #73 (Ironton Garage) needs replacing. It is the last one not on a “guaranteed buy-back”. Mr. Luchenbill will start working on bid proposal.
- Would like to pre-order 7,500 gallons of propane for the Ironton Garage through Ellsworth Energy Services, LLC’s pre-buy program at \$1.06/gallon totaling approximately \$8,000. Board agreed this is a managerial decision.
- Would like to take Mr. Luchenbill, Mr. Thompson and Mr. Thayer to the October 6-8, 2004 County Superintendents Seminar in Grand Rapids.
- Mowed the bike path along U.S.31 using our lawn tractor. Would like to ask the County Commissioners for a proper piece of equipment to mow and sweep bike path since our lawn tractor is ~~to~~ too small and was damaged ~~was done to~~ it.
- John Haggard called and asked about the Beaver Island property donation to the road commission status. Mr. Harmon told Mr. Haggard the road commission will accept the property but ~~he~~ Mr. Haggard needs to supply a quit claim deed and proof that property taxes are paid to date.

Mr. Vanek updated Board on various construction projects status throughout the county.

Commissioner Ogden:

- Requested Gary Voogt’s Donegal Bay Non-Motorized Bike Path original file be copied and returned.
- An engineering plan commitment needs to be made to Melrose Township for River Road, Shadow Trails and Springvale Road.

Commissioner Way moved to pay bills totaling \$716,985.36, seconded by Commissioner Ogden.

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

Chairman Saunders adjourned the meeting at 1:05 PM.

AUGUST 9, 2004

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

Chairman Saunders, Commissioners Way and Ogden, County Commissioner Shirley Roloff, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with CCRC retirees Ron Willis and Clark Rouse, Eveline Township property owners Jim Hevey & Chris Georgi, Bay Township resident Carl Price, Wilson Township resident Carl Waldner and Petoskey News-Review reporter Fred Gray.

Commissioner Ogden moved to approve July 26, 2004 regular meeting minutes with the following changes, seconded by Commissioner Way.

Page 2, lines 12 & 13: change “abandonments” to “vacation” and delete the last sentence.

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

Mr. Harmon presented retirement plaques to recent CCRC retirees Ron Willis and Clark Rouse, expressing thanks for their many years of service.

Mr. Hevey reviewed his July 26, 2004 proposal. Mr. Harmon presented letter. If he wishes, Mr. Hevey will have to pursue vacating streets through Circuit Court.

Mr. Price asked if H&D, Inc. plans to complete Pincherry Road relocation. Mr. Harmon said H&D, Inc. are pursuing relocation options; project onset is unknown.

Mr. Waldner is concerned with CCRC mowing operator...CCRC mower hit rocks along Dietz Road in front of his residence and he wants them placed in their original location. Mr. Harmon said rocks or other ornamental items are not allowed in county road right-of-way and told Mr. Waldner to move rocks 33' back from the centerline. The Board supports this directive.

Commissioner Ogden moved to enter closed session at 10:00 AM to discuss union negotiations via telephone conference with CCRC Labor Attorney Michael Kluck, seconded by Commissioner Way.

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

Resumed regular session at 10:50 AM.

10:30 AM: Mr. Vanek and Mrs. Kondrat opened Wildwood Harbor overlay bids, Evangeline Township, attended by Payne and Dolan representative Roger Perttu (Engineers estimate \$84,500.00).

<u>CONTRACTOR</u>	<u>BID AMOUNT</u>
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PAYNE & DOLAN	\$100,736.60
H&D, Inc.	\$ 79,762.75

Commissioner Ogden moved to designate Chairman Saunders as voting delegate at the County Road Association Self-Insurance Fund September 2004 annual meeting, seconded by Commissioner Way.

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

Commissioner Way moved to designate Commissioner Ogden as alternate voting delegate at the County road Association Self-Insurance Fund September 2004 annual meeting, seconded by Chairman Saunders.

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

Mr. Harmon:

- Presented Northwest Design Group (NDG) Holy Island Bridge preliminary engineering services proposal to Andy Poineau for structure type, size and location. NDG preliminary engineering funded 100% by Mr. Poineau's client Preston Parish.
- Would like to set Kings Highway paving bid date. All present discussed Peaine Township and St. James Township funding 100%. Mrs. Kondrat reminded the importance of obtaining a signed contract and having all money in escrow before the project is awarded. She suggested the funds be put an escrow account, which requires both township clerk signatures and her signature before money is withdrawn for payment to contractor.
- Said Eveline Township supervisor Dan Skrzeczkoski requested Ferry Road pavement widening bid openings be set for August 23, 2004 (M66 to Sequanota Road).
- Said new mowers leave debris when trimming limbs; ground crew will conduct future trimming.

Commissioner Ogden moved to open Kings Highway paving bids (Peaine Township and St. James Township) at 10:30 AM August 23, 2004, seconded by Commissioner Way.

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

Commissioner Ogden moved to open Ferry Road pavement widening bids (Eveline Township) at 10:30 AM August 23, 2004, seconded by Commissioner Way.

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

Commissioner Roloff:

- Asked if Loeb Road trees have been removed. Mr. Harmon said they are.
- Appreciates new "Entering Charlevoix County" sign coming from Antrim County on Marion Center Road.
- Said County Board are impressed by the new Chandler Township street and number signs placed; Melrose Township will be placed next.

Mr. Vanek said Manthei Development Corporation (MDC) began Ferry Road project from Sequanota Road west. There will be a slight overrun due to additional undercut to remove corduroy.

Mr. Gray:

- Requested update to August 09, 2004 meeting with Peaine Township & St. James Township engineer Gary Voogt. Commissioner Ogden thoroughly reviewed Mr. Voogts master Donegal Bay Non-Motorized Trail file. Commissioner Ogden found Mr. Voogt wasn't in compliance and made many omissions. He feels CCRC should hire a consultant to conduct borings and assist in getting this situation resolved. Problems may arise because CCRC failed to get a signed contract with St. James Township (who may or may not have a signed contract with Mr. Voogt).
- Spoke with Emmet CRC and the County Road Association of Michigan (CRAM), who feel Title VI is not a problem. Verbiage is currently being written so all road commissions will be in compliance.

Commissioner Ogden moved to transfer \$24,588 from the Equipment Fund to the General Fund to pay for two new hot asphalt haulers, seconded by Commissioner Way.

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

Commissioner Ogden moved to pay H&D, Inc. Villa de Charlevoix bill totaling \$34,064.36, seconded by Commissioner Way.

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

Commissioner Ogden requested Ferry Road project, Norwood Township update. Mr. Harmon received Norwood Township meeting minutes last week authorizing bid award to Tri-County Excavating. Mr. Harmon, Mr. Vanek, Norwood Township supervisor Wayne Boss and Tri-County Excavating representative conducted pre-construction meeting to resolve conflicting items (i.e. gravel quantities).

Commissioner Ogden moved to award Ferry Road project, Norwood Township to low bidder Tri-County Excavating (\$128,024.00), seconded by Commissioner Way.

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

Commissioner Ogden will attend Melrose Township road study committee meeting August 10, 2004 with Mr. Harmon.

Commissioner Way moved to pay bills totaling \$58,698.98, seconded by Commissioner Ogden.

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

Chairman Saunders adjourned the meeting at 12:05 noon.

JULY 26, 2004

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

Chairman Saunders, Commissioner Ogden, County Commissioner Shirley Roloff, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Eveline Township property owner Jim Hevey, Jamie Lindsay, Marion Township resident Dana Dvoracek, Moore & Bruggink, Inc. Consulting Engineers president Gary Voogt and Petoskey News-Review reporter Fred Gray. Commissioner Way was absent.

Commissioner Ogden moved to approve July 09, 2004 regular meeting minutes with the following changes, seconded by Chairman Saunders.

Page 1, line 30: add "Road" after "Boyne City-Charlevoix"

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

Mr. Vanek said Bay Township Board (per their July 08, 2004 minutes) requested CCRC award Zenith Heights bid to H&D, Inc.

Commissioner Ogden moved to award Zenith Heights wedge & overlay bid to H&D, Inc. (\$48,941.90), seconded by Chairman Saunders.

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

Commissioner Ogden moved to award Villa de Charlevoix Subdivision slag seal coat bid to C&C Contractors, LLC (\$35,836.42), seconded by Chairman Saunders.

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

(Mr. Hevey owns lots 71 and 72 in Ironton, Schoffen's Addition, T.33.N-R 7 W., Eveline Township, 1882 plat). Mr. Hevey received a variance from the Zoning Board of Appeals (expires September 01, 2004). Originally he approached the township to abandon Elm Street, River Street and Mechanic Street (platted, paper streets) to access his property, but the township didn't support his request. He wishes to appease all involved, currently proposing to upgrade said streets at his expense to access his Ironton lots 71 and 72, plus additional lots he owns west of M66; to his knowledge there are no encroachments.

Mr. Harmon said Mr. Hevey would require a CCRC permit to work within the county road right-of-way (if, in fact, the streets in question are under Road Commission jurisdiction) and would have to contact MDOT regarding the M66 intersections. Mr. Harmon will investigate requirements and invited Mr. Hevey to the August 09, 2004 Board meeting for further discussion. Mr. Hevey thanked all present for their time and interest.

This morning, Mr. Dvoracek witnessed CCRC mower tractor shattering branches during brushing and damaged small trees. The property owner, Mary Jo McFalls requested the operator to stop. He replied he "didn't have to" and continued. Mr. Dvoracek doesn't want the same thing to happen on Pops Road. Mr. Harmon will investigate and direct the foreman to protect landscaped frontage.

Commissioner Ogden moved to accept Gardner, Provenzano & Schauman, P.C. 2004, 2005 and 2006 audit services proposal, seconded by Chairman Saunders.

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

Commissioner Ogden moved to open Evangeline Township Wildwood Harbor overlay bids at 10:30 AM August 09, 2004, seconded by Chairman Saunders.

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

Commissioner Ogden moved to accept H&D, Inc. \$3,811 Lake Street (Ironton) restoration proposal, seconded by Chairman Saunders.

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

Commissioner Ogden moved to honor MDC Contracting request to open cut Boyne City-Charlevoix Road (in Charlevoix Township) near Raspberry Lane to install new sewer main (open cut is allowed in this circumstance because this roadway section will be reconstructed in 2005), seconded by Chairman Saunders.

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

Mr. Harmon:

- Presented Michigan Court of Appeals judgment, upholding Judge Pajtas's decision disallowing Melrose Township Howard Street proposed abandonment vacation by James Michael Vick & Diane L. Deforty-Vick. ~~Check with Pat as to their request, Keith said not a proposed abandonment.~~
- Presented proposed snowmobile hearing letter. All present approved and signed; copies will be mailed.
- Authorized H&D, Inc. to skip pave Advance Road "bump" in Advance near Lakeshore Drive (quote: \$982).
- Presented "2003 Review" handout to all present for consideration. The "Review" is a first draft of Road Commission 2003 accomplishments, and will be presented in eventual final form to the County Commissioners.

Commissioner Roloff:

- Asked if Beaver Island south side manufactured gravel meets specifications. Mr. Harmon said the township crusher is on location, but the townships have put production on hold.
- Said "Entering Charlevoix County" sign on northbound Marion Center Road from Antrim County is deteriorated and recommended it being replaced.

Mr. Vanek:

- Wilson Township Behling/Wilson Road widening and wedging project is complete other than clean-up work.
- Pleasant Valley/Behling Road intersection curb placement may begin tomorrow.
- Received Ferry Road traffic count request from Norwood Township supervisor Wayne Boss, but has heard nothing on Ferry Road proposed project.

Mr. Gray:

- Said snowmobile letter is fairly cognizant of the fact there are problems. By allowing snowmobiles on road rights-of-way, some people feel CCRC is caving into pressure by area businesses. Emmet County doesn't hold an annual meeting and doesn't have so many problems. Mr. Gray feels law enforcement should be more aggressive in Charlevoix County (especially on the east side) to reduce problems.

Mrs. Kondrat:

- Explained all road commissions must implement "Title VI" discrimination policy by November 01, 2004. Suggested policy wording is currently being written by Clinton CRC Director of Finance-Clerk Patricia Wysong, and will receive attorney and MDOT approval before being sent to all county road commissions for acceptance.
- Presented current financial statement, indicating selected accounts payable (AP) checks to be held to meet payroll.
- Presented and explained proposed 2004 master budget changes.

Commissioner Ogden moved to adopt amended budget as presented to date for year ending December 31, 2004, seconded by Chairman Saunders.

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

Commissioner Ogden viewed Holy Island Bridge cribbing project. He said much dredging would be required to return free flowing water under bridge (area is very shallow).

Commissioner Ogden moved to pay bills totaling \$135,326.45, seconded by Chairman Saunders.

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

Mr. Voogt explained Peaine Township and St. James Township proposed Kings Highway resurfacing project would be 100% township funded (Donegal Bay Road to Darkey Town Road; approximately 1 mile). He requested competitive bids be opened August 09, 2004 after running a 2-week advertisement, with project onset the week after Labor Day. Commissioner Ogden informed him the law specifically states road commissions shall let bids for roads under their jurisdiction, adding engineering isn't complete to allow August 09, 2004 bid opening. Also, funds must be in place before CCRC considers project. Mr. Voogt said townships are getting a capital improvement bank note and will have funds available to CCRC by the August 2004 month-end (both townships have passed referendums of intent for bank note).

Commissioner Ogden stated the Road Commission has a procedure to follow when Charlevoix County townships request township funded road projects. CCRC staff engineer compiles rough cost estimate, township accepts and signs contract, staff engineer completes engineering and presents plans to the Board, the Board sets a bid date. Mr. Voogt stated Peaine & St. James Township funded road projects are gifted to CCRC. Commissioner Ogden said all Charlevoix County township funded primary and local road projects are.

Mr. Vanek will submit Kings Highway project bid document draft at August 09, 2004 Board meeting, with proposed August 22, 2004 bid opening. There should be an escrow account established so CCRC can guarantee project payment. Mr. Voogt said he has completed engineering, but (per Commissioner Ogden) Mr. Vanek needs to put it into CCRC format. Commissioner Ogden asked who is funding completed engineering work; Mr. Voogt assured him CCRC would not be charged for any engineering work whatsoever by himself, his employer or either township. Commissioner Ogden informed Mr. Voogt not to run bid advertisement, this is CCRC responsibility, once CCRC approves bid documents and assures funds are in place. Mr. Voogt said townships would pay CCRC 100% within 45 days upon project completion, and H&D, Inc. has agreed in writing to wait for payment as long as 12/31/04 (Mr. Voogt will send agreement copy to Mr. Harmon).

Mr. Voogt, Mr. Harmon and Mr. Vanek viewed Kings Highway project July 23, 2004 and agreed main intersections will be paved back 300' and other intersections will be paved back 200' to limit gravel being tracked onto Kings Highway

pavement. Mr. Voogt said tip-up gutter at required intersections and structure cover adjustment is included in project costs; proposed extra width will allow pedestrian paths on both sides.

Commissioner Ogden reminded Mr. Voogt all paperwork must first come through CCRC for approval, signatures, etc. Bids must be in CCRC format. Nothing is to go directly from either township or Moore & Bruggink, Inc. offices; CCRC personnel must send it from the Road Commission office. Mr. Voogt acknowledged he understood these requirements, but asked when bids could be opened. Commissioner Ogden said bid opening could be set for 10:30 AM August 23, 2004, but couldn't be awarded until money is in Peaine Township and St. James Township possession. He reminded Mr. Voogt CCRC contract with townships must be in place before bid is awarded; and proper township procedures will be followed...CCRC staff engineer will review and tabulate bids, submit tabulations for township approval, and CCRC Board will award bid upon receiving written township approval.

Mr. Voogt said Kings Highway south (approximately 4 miles) requires widening and seal-coat paving. Road edges are eroding because beaver dams are causing flooding. He said the townships cannot afford further improvements, and requested CCRC to begin aggressive maintenance (including ditching, grading, gravel addition, etc.). Also, CCRC work is required before overlay project onset, including culvert clean-out near Darkey Town Road intersection, 700' of ditching, "Seven Sisters" driveway culvert installation (at property owners expense), 6" parallel tile and french drain installation at existing cross culvert to catch groundwater, sand removal by catch basins (2 blocks from the school south to Don Cole's residence). Mr. Voogt will add Kings Highway "bump" repair to project.

Commissioner Ogden said this project is appreciated, and the CCRC Board would provide whatever help possible to insure the paperwork and bidding procedures are efficiently carried out.

Mr. Voogt said he didn't believe he could successfully pursue the \$124,600 Donegal Bay Trail money MDOT owes CCRC. He said several other counties are having the same problem getting paid for similar projects and suggested all entities band together to retrieve payment. Commissioner Ogden will draft a letter to MDOT for assistance. Mr. Voogt temporarily left his original Donegal Bay Trail file for CCRC assistance.

Chairman Saunders adjourned the meeting at 1:55 PM.

JULY 9, 2004

Chairman Saunders called the meeting to order at 9:02 AM.

Chairman Saunders, Commissioners Way and Ogden, County Commissioners Shirley Roloff, Dennis Jason and Ron Reinhardt, Patrick Harmon and Shelley Kondrat attended, along with Eveline Township supervisor Dan Skrzeczkoski, Fred Gray Petoskey News-Review reporter and public hearing guests. Mr. Vanek was overseeing paving project and attended the 10:00 AM public hearing only. See attached sign-in sheets for additional people attending Holy Island Bridge repair options public hearing and the annual snowmobile meeting.

Commissioner Ogden moved to approve June 28, 2004 regular meeting minutes with the following changes, seconded by Commissioner Way.

- Page 1, line 5: change "Engineer" to "Engineering"
- Page 1, line 27: change "financial statements," to "audit,"
- Page 2, line 19: change "Lalonde Road (paper road) north off Dutchman Bay Road along Lake Charlevoix" to "Birchwood Alley (paper road), a part of Oneonta Beach #1, located west off Peninsula Road, Eveline Township."
- Page 2, line 21: add "roads" after "uncertified plat"
- Page 2, line 23: replace sentence with "said DNR is strictly enforcing snowmobile club grant application forms."
- Page 2, line 25: replace sentence with "Presented Senator Jason Allen reply to CCRC letter pertaining to the number of Road Commission Board members."
- Page 2, line 26: add "CCRC does not support increase."

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

Mr. Harmon reports:

- Beaver Island township engineer Gary Voogt wishes to meet Tuesday, July 13, 2004 with Mr. Harmon and Commissioners Way and Ogden to review all documentation. Mr. Harmon will reschedule for Monday, July 26, 2004 immediately following regular Board meeting to insure full Board attendance.
- Horton Bay committees permit application received to close the Boyne City-Charlevoix Road bridge at dusk September 06, 2004 for their annual bridge walk. Sheriff Department has not yet authorized.

- Katie Tarachas terminated her administrative assistant position to be a stay-at-home Mom.
- Presented Section 224.20b of PA 283 of 1909 that explained a voted countywide mileage can be designated to particular project(s).
- He and state trooper conducted Boyne Mountain Road and South Shore Drive speed studies; will restudy South Shore Drive speed when wedge and overlay project is completed. Both will visit Beaver Island July 21, 2004 to determine township "no parking" requests.

Commissioner Way moved to authorize the manager to sign annual "Horton Bay Bridge Walk" (September 06, 2004 at dusk) bridge closure permit pending sheriff department approval, seconded by Commissioner Ogden.

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

Chairman Saunders stated:

- Annual MTA picnic is August 30, 2004 at Falls Park on Boyne City-East Jordan Road, Wilson Twp.
- New plat books are available.

Commissioner Ogden:

- Reminded Mr. Harmon 2003 CCRC annual report pamphlet rough draft should be presented for Board review. Recommended Commissioner Way present annual report to County Board.
- Said filter paper should be placed underneath any proposed riprap during Holy Island Bridge project.

Commissioner Way:

- Viewed Holy Island Bridge damage and requested update. Mr. Harmon ordered lumber for cribbing, which will be constructed soon to raise 3-ton limit to 9-ton limit to allow island residents gas delivery.
- Asked if Norwood Township plans to complete Ferry Road project. Mr. Harmon has received no response from messages to supervisor Wayne Boss (bids are good for 45 days).

Commissioner Way moved to pay bills totaling \$61,443.67, seconded by Commissioner Ogden.

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

Recessed 9:50 AM; resumed at 10:00 AM.

10:00 AM: Holy Island Bridge Repair Options Public Hearing.

Mr. Harmon explained:

- ✓ Bridge damage and lowered 3-ton load limit.
- ✓ CCRC forces will complete cribbing to raise load limit to 9-ton to accommodate gas truck as soon as crib beams are manufactured (beams have been ordered).
- ✓ Mr. Vanek submitted Critical Bridge Fund grant application explaining emergency situation (requires 5% local match).
- ✓ Meetings with DEQ (05/27/04), Corps of Engineers (06/15/04), and with Holy Island residents (06/24/04).
- ✓ Hand delivered, mailed and posted public notices regarding bridge public hearing June 29, 2004.
- ✓ Presented four repair alternatives along with 2002 bridge inspection engineering report (copies attached) before opening meeting to public comment.

Holy Island spokesman Preston Parish said residents general consensus is to restore bridge to 1900 status (for historical reasons), along with dredging bay of material CCRC added in 1962. Residents hope future impact studies are being conducted (residents are paying full lakefront property taxes, but are quickly becoming non-lakefront parcels through accretion). Mr. Harmon said request would cost over \$1 million, though Mr. Parish received estimate for much less (pre-engineered bridges requiring eight weeks for completion), and dredged material could be placed on his property and sold back to contractor for proposed \$1.00/cyd. Mr. Harmon explained Road Commissions desperate financial situation and project magnitude depends on funding availability. Progress will be prolonged while awaiting grant approval, and DEQ and Corps of Engineers construction plan requirements. (Public hearing recessed for bid opening).

10:30 AM: bid openings, attended by Payne & Dolan, Inc. representative Roger Perttu:

Zenith Heights wedge and overlay (engineers estimate \$60,000).

<u>CONTRACTOR</u>	<u>AMOUNT</u>
H&D, Inc.	\$48,941.90
Payne & Dolan, Inc.	\$48,655.60

Villa de Charlevoix chip seal project (engineers estimate \$30,000).

<u>CONTRACTOR</u>	<u>AMOUNT</u>
C and C Contractors, L.L.C.	\$35,836.42

(Public hearing resumed). Residents are still concerned they will be unable to get gas, but Mr. Harmon assured them cribbing is designed to allow gas truck access to Holy Island. Mr. Harmon will keep Mr. Parish informed, who will relay information to Holy Island residents.

Tip of the Mitt Watershed Council representative Jacqueline Stubner suggested not rushing into a solution. The cribbing will "buy a couple of years" to perform additional environmental impact studies and allow for permitting requirements & feasible alternatives to satisfy all parties involved. Charlevoix County Commissioner Jason represents Holy Island and feels studies and environmental work should not be hurried so the end result insures future needs; and grants (from other sources) can be researched.

Public hearing adjourned at 11:05 AM.

11:10 AM: Annual Snowmobile Meeting.

The meeting generated several very serious concerns. Sheriff Lasater presented a countywide list of complaints regarding snowmobile operational violations, and township officials & county residents expressed their displeasure at increased misuse. In summary, excessive noise, excessive speed, trespassing and failure to use the road edges were singled out as especially troublesome. Although the problems are countywide, misuse is especially frequent in the eastern part of the county where there is more open land. All attendees agreed that increased law enforcement is needed to control continued misuse, including sheriff department, state police and DNR patrol vehicles. Mr. Matz requested a written response from the Board proposing improvement options; Mr. Howard agreed that some kind of action is required to stop lawlessness. Mr. and Mrs. Moses have witnessed near collisions and agree patrolling would help greatly.

Mr. Harmon added damage caused by snowmobiles crossing roads is repaired at CCRC expense; and the trail grooming machine driver *MUST* clean up the 2' snow furrows left when crossing county roads.

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 (expires July 09, 2005), seconded by Commissioner Way.

THE MICHIGAN SNOWMOBILE ACT (257.1501-257.1543) Act 74 of 1968; NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION ACT (EXCERPT) Act 451 of 1994, Sec. 324.82119. 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.

Public hearing adjourned at 12:10 PM.

Mr. Skrzeczkoski:

- Received complaints of fireworks and bonfire parties at Sanderson Road ending at Lake Charlevoix. Sheriff Lasater will manage the situation personally.
- Said Sanderson Road and Ferry Road intersection signs have been turned the wrong way; CCRC will fix.
- Presented list of realtor signs too close to the road edge; Mr. Harmon will take corrective action.
- Requested hot tar crack seal information. Mr. Harmon has reviewed MDOT and Emmet CRC specifications. Emmet CRC bids require estimated project cost, plus material quotes by the pound & cost per foot. Additionally, contractor on-site review is mandatory. Mr. Harmon estimated crack seal at \$3,000-\$4,000 per mile (\$6,000 if excess required), compared to seal coat at \$12,000-\$13,000 per mile.

Chairman Saunders adjourned the meeting at 12:40 PM.

JUNE 28, 2004

Chairman Saunders called the meeting to order at 9:08 AM.

Chairman Saunders, Commissioners Way and Ogden, County Commissioner Shirley Roloff, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Charlevoix County Road Commission auditor Fred Gardner, Charlevoix County Soil & Erosion Officer Mark Seelye, Performance Engineering representative Chuck Stein and Charlevoix Township residents and Whippoorwill Subdivision co-owners Ron Waslik & Tom Erber.

Commissioner Way moved to approve June 14, 2004 regular meeting minutes with the following changes, seconded by Commissioner Ogden.

- Page 1, line 26: delete "All agreed that the 37th Council Director incumbent was a good candidate."
- Page 1, line 38-39: change to read: "Mr. Harmon presented the following 2004 Building and Grounds Improvement List:"
- Page 1, line 49: add "with energy efficient double pane windows" to end

Page 2, line 30: add "Vanek" after "Mr."
Page 2, line 31: add "to" after "Mr. Voogt"
Page 2, line 38: change "HB 4495" to "HB 5595"
Page 2, line 56: add "materials" before "funded"
Page 2, line 56: add "; installation funded by the road commission" before ")."

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

Mr. Erber, Mr. Waslik and Mr. Stein discussed Waller Road drainage problems into the Whippoorwill Subdivision. Mr. Seelye, Mr. Harmon and Mr. Vanek agree drainage is poor, but currently have no other solutions. Charlevoix County Drain Commissioner JoAnne Beemon is investigating a drainage district in said area.

Charlevoix County Road Commission auditor Fred Gardner, CPA presented 2003 ~~financial statements~~ audit, explaining Governmental Accounting Standards Board Statement Number 34 (GASB34) implementation (capitalizing and depreciating infrastructure – roads, bridges and traffic signals). GASB34 also implements a Management's Discussion and Analysis report (MD&A). MD&A key points are year to year comparisons & explanations for differences, along with beginning year & year-end, and year-end and actual budget comparisons with explanations for differences.

10:10 AM: Bob Stolt entered and praised CCRC for Camp Daggett Road tree trimming.

10:30 AM: Ferry Road bid opening, attended by H&D, Inc. representative Tim Burger (engineers estimate was unavailable, Norwood Township contracted plans and engineering).

<u>CONTRACTOR</u>	<u>BID AMOUNT</u>
MDC Contracting LLC	\$179,400.00
Tri-County Excavating:	\$128,024.00
H&D, Inc.	\$259,965.00

Commissioner Way moved to set Holy Island Bridge repair options public hearing at 10:00 AM Friday, July 09, 2004, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to set following Bay Township bid openings at 10:30 AM Friday, July 09, 2004, seconded by Commissioner Way.

1. Zenith Heights Road wedge & overlay
2. Villa de Charlevoix Subdivision 29A slag seal coat

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

Commissioner Way moved to award the following Hayes Township project bids, seconded by Commissioner Ogden.

1. Pincherry Road wedge and overlay to H&D, Inc. (\$106,811.86)
2. Spring Street undercut and pavement to Tri-County Excavating, Inc. (\$30,070.00) in Bay Shore
3. Maple Grove road undercut to Tri-County Excavating, Inc. (\$14,967.00)

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

Mr. Harmon:

- Presented H&D, Inc. Behling Road/Pleasant Valley Road intersection paved curbing quotes. He recommended using CCRC Construction Funds to accomplish Option #2 in conjunction with Wilson Township Behling Road improvement project.
 - Option #1: Concrete curb with restoration behind curb and traffic control (\$10,173.50)
 - Option #2: Concrete curb with Road Commission doing restoration behind curb (\$8,073.50)
 - Option #3: Bituminous curb in place of concrete curb, restoration and traffic control (\$8,598.00)
- Received registered letter naming CCRC in lawsuit case no. 04-295-20CH. Plaintiffs Gary & Carol Mallow and Paul & Anne E. Hagerty are suing to abandon ~~Lalonde Road~~ Birchwood Alley (paper road) ~~north off Dutchman Bay Road~~ along Lake Charlevoix, a part of Oneonta Beach #1, located west off Peninsula Road, Eveline Township. Mr. Harmon will assure CCRC never accepted plat before CCRC attorney Joel Wurster prepares response letter. The Board does not oppose vacating uncertified plat roads.

- Received \$150.00 contractor quote to patch Fifth Street in Ironton, Eveline Township. The Board approved.
- Said DNR ~~changed~~ is strictly enforcing snowmobile club requirements; road commission permit allowing snowmobiles to travel the seasonal road system must be obtained grant application forms. If in noncompliance, funding may be withdrawn.
- Presented Senator Jason Allen reply to CCRC letter on increasing pertaining to the number of Road Commission Boards from three to five members. CCRC does not support increase.
- Informed Board three summer temporary employees have been hired.

Commissioner Ogden moved to approve Behling Road/Pleasant Valley Road intersection curbing (Option #2), seconded by Commissioner Way.

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

Commissioner Way moved to set 11:00 AM July 09, 2004 annual snowmobile public hearing, seconded by Commissioner Ogden.

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

Commissioner Ogden requested Boyne City-Charlevoix Road blinking light at Villa de Charlevoix entrance update. Mr. Harmon said request would be submitted when traffic counts and all required information is compiled.

Commissioner Ogden moved to pay bills totaling \$129,471.67, seconded by Commissioner Way.

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

Chairman Saunders adjourned the meeting at 12:55 PM.

JUNE 14, 2004

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

Chairman Saunders, Commissioners Way and Ogden, County Commissioner Shirley Roloff, Patrick Harmon and James Vanek attended, along with Drain Commissioner JoAnne Beemon and Eveline Township Supervisor Dan Skrzeczkoski. Absent: clerk Shelley Kondrat, illness.

Commissioner Way moved to approve May 24, 2004 regular meeting minutes with the following changes, seconded by Commissioner Ogden.

Page 1, line 26: change “wedge wood” to “wedgewood”
 Page 2, line 14: change “Contractor” to “Contracting”
 Page 2, line 27: change “is high priority and the grader a” to “is a high priority and a grader”
 Page 3, line 4: change “width” to “depth”
 Page 3, line 6: delete “widening and”
 Page 3, line 6: add “at Northwest quadrant of Behling/Pleasant Valley Road” after “curbing”
 Page 3, line 8: change “to blend new pavement into old asphalt lanes” to “ensure center joint integrity”
 Page 3, line 17: change “mileage” to “millage”

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

Commissioner Ogden moved to change 9:00 AM Monday, July 12, 2004 regular meeting to 9:00AM Friday July 9, 2004, seconded by Commissioner Way.

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

Reviewed June 12, 2004 Northern Michigan Association of Road Commissions correspondence. ~~All agreed that the 37th Council Director incumbent was a good candidate.~~

Commissioner Way moved to open Ferry Road reconstruction bids, Norwood Township, at 10:30 AM Monday, June 28, 2004, seconded by Commissioner Ogden.

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

All present reviewed Michigan Department of Transportation May 20, 2004 correspondence regarding Category “D” fund usage for preventive maintenance projects. Mr. Harmon emphasized Category “D” funds cannot be used for maintenance.

Mr. Harmon presented the following 2004 Building and Grounds Improvement List ~~for Boyne City and Ironton garages. Below are required completions prior to winter 2004-05.~~

IRONTON GARAGE:

1. An Ironton garage heater needs replacing. Mr. Harmon would like to replace with radiant heat similar to Boyne City garage heating system, which is more efficient than existing heaters. The Board agreed and directed Mr. Harmon to get cost estimate.
2. Front garage door needs replacing. Ken Howard will get quotes.

BOYNE CITY GARAGE:

1. Various blocks repaired on building and paint entire building.
2. Replace single pane windows in garage with energy efficient double pane windows.

Commissioner Way asked Mr. Harmon to prioritize the Boyne City garage list and make a recommendation to the Board.

Mr. Skrzeczkoski:

- Requested Holy Island Bridge status. Mr. Vanek said temporary cribbing was complete. An 11:00 AM June 15, 2004 meeting with the Army Corp of Engineers is scheduled to review proposed bridge replacement; Mr. Skrzeczkoski will attend. Contingent on Army Corp of Engineers approval, MDEQ has given verbal okay to replace bridge with a causeway.
- Asked if second brine application was complete on requested roads. Mr. Thompson informed Mr. Harmon second application is complete.
- Requested new mower tractor update. Mr. Harmon said mower tractors have a July 04, 2004 completion date for mowing state highways, followed by primary road mowing, then local roads.
- Requested Ferry Road reconstruction update. Mr. Vanek said MDC Contracting was awarded project; start date isn't scheduled.
- Inquired about Ironton Ferry clutches. Operators told Commissioner Way the clutches sometimes “hang-up,” causing the ferry to ram the dock. Mr. Luchenbill said clutches are very touchy when adjusting. Mr. Skrzeczkoski asked if it would be better to have the clutches too loose, rather than too tight. Mr. Luchenbill said yes, but it all depends on the temperature when making the adjustments.

Recessed at 10:15 AM; resumed at 10:25 AM.

Mr. Harmon:

- Talked with Peaine Township supervisor John Works regarding 2003 H & D, Inc. Kings Highway intersection paving quote. Mr. Harmon said in 2003, CCRC committed to cost share (2/3 CCRC-\$8,751.33 & 1/3 Peaine Twp.-\$4,375.67) paving 4-corners at Darkeytown/East Side Drive intersection. Peaine Township would like to pave remaining intersections and requested CCRC to also cost share in these. CCRC 2/3 share would be approximately \$23,000. The Board agreed intersections require paving, but can only share original commitment due to current financial constraints. Additionally, Donegal Bay Bike Path \$124,600 balance continues to be outstanding.
- Peaine Township Engineer Gary Voogt is putting proposal together to pave Kings Highway. Mr. Voogt asked if CCRC would be interested in pursuing a bond issue to fund this project. Board does not favor borrowing money.
- Mr. Voogt inquired about new CCRC garage construction on the island. Peaine Township and St. James Township are willing to donate 5-acres for new building, and may be interested in existing CCRC property for additional township park and boat launch parking. The Board is interested, but requires financial aspects. Mr. Harmon and Mr. Vanek visited Beaver Island June 09, 2004 and toured Robert Gillespie steel building with Mr. Voogt, Peaine Township supervisor John Works and St. James Township supervisor Don Vyse. Mr. Voogt to obtain price quote for similar building from Mr. Gillespie.
- Reviewed CRAM-PR newsletter highlighting Road Commission improved public relations resulting from personnel changes and a different approach to working with the public.
- Reviewed Mr. Luchenbill's inventory cost printout from 1999 to 2004 and noted how parts inventory costs are decreasing as new trucks replace the old high maintenance trucks.
- Reviewed State Representative Ken Bradstreet and State Senator Jason Allen letter regarding the Road Commission opposing HB 5594, ~~HB 4405~~ HB 5595 and HB 5596, which would increase road commission board membership from the current three members to five.

- State Fact Finder will meet with Road Commission and Union representatives June 21, 2004 regarding ongoing union negotiations.
- Showed Boyne City-East Jordan Road edge rut pictures west of Bieshlag Road going down the hill and on a superelevation caused by winter maintenance and cars running off paved road edge; paving shoulders full width on all future paving projects would prevent this hazard. Mr. Vanek stated Thumb Lake Road project was done this way and is working great.

Commissioner Roloff:

- Recycling Committee is planning on moving recycling containers at Boyne City garage closer to Beardsley Road, installing a yard light and pouring concrete pads for containers. Completion is expected September or October 2004.
- Hopes the County Board budget allows them to purchase #073 grader (rather than CCRC trading it in on the new one) for permanent placement on Beaver Island.

Mr. Vanek presented new address/road name signs to be installed throughout the county, beginning with Chandler Township (signs reviewed and approved by the Addressing Committee and County Commissioners; materials funded 100% by the County Commissioners, installation funded by the road commission).

Mrs. Beemon is working with County Soil Erosion/Storm Water Officer Mark Seeley regarding setting up a drainage district in Boulder Park and Whippoorwill Subdivision (Charlevoix Township).

Commissioner Way moved to pay bills totaling \$55,531.70, seconded by Commissioner Ogden.

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

Chairman Saunders adjourned the meeting at 11:45 AM.

MAY 24, 2004

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

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

Commissioner Way moved to approve May 10, 2004 regular meeting minutes with the following changes, seconded by Commissioner Ogden.

Page 1, line 30: change "This was specifically stated in Ginop Sales, Inc. bid specifications" to "Joystick control was specifically offered in Ginop Sales, Inc. bid submittal."

Page 2, line 39: change "Commissioner Ogden." to "Chairman Saunders."

Page 3, line 43: change "review bids" to "review equipment bids"

Page 3, line 55: change "estimated" to "generalized"

Page 5, line 25: change "to county road improvements." to "for county road improvements."

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

Mr. VonAllmen, residing at 428 Hull Street in Boyne City, said CCRC does an outstanding road maintenance job. He requested old, dangerous poplar trees be removed from his yard. Mr. Harmon said trees are in county road right-of-way, but cable television wires run through them. The Board suggested Mr. Harmon requests the cable provider split the removal bill with CCRC 50/50.

Mr. Harmon:

- Said Ford turned-down order for two 2004 pickup trucks, but Bob Mathers Ford will honor quote and replace with 2005 in medium wedgewood metallic blue because forest green is no longer available.
- Said he and Mr. Vanek viewed proposed donation property, Section 1, Peaine Township, during their May 12, 2004 Beaver Island visit. He wishes to accept property donation (¼ acre +/-), which is split by Eastside Drive and is not buildable. Formal acceptance resolution will be presented for adoption at June 14, 2004 meeting.
- Presented Ginop Sales, Inc. correspondence resolving the tractor situation. One new tractor meeting Ginop Sales, Inc. bid submittal has been delivered. The trade-in will be picked-up tomorrow when they deliver the other new tractor.

Commissioner Ogden moved to transfer \$170,824.00 from the Equipment Fund to the General Fund to pay Ginop Sales, Inc. in full for two new tractors, seconded by Commissioner Way.

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

Mr. Skrzeczkoski:

- Said Eveline Township Board accepted MDC, Inc. \$217,143.50 Ferry Road reconstruction bid (CCRC will notify MDC, Inc.). He said project would deplete the township road fund and use some township general fund.
- Was notified by Eveline Township resident Linda Knoll that Sanderson Road north flooding problem are worse than ever; she thinks there may be another plugged culvert just past the blacktop near Hemingway Point Subdivision entrance. Mr. Harmon will instruct the road foreman to investigate. Mr. Skrzeczkoski said the township may be able to fund repairs to Sanderson Road drainage problem upon reviewing budget in June 2004.
- Requested Holy Island Bridge updates. Mr. Vanek will meet with Mr. Harmon, Mr. Skrzeczkoski and DEQ representative Duke Domke to conduct an on-site review May 27, 2004.
- Requested crack seal update. Mr. Harmon requested pricing, but hasn't received an answer to date.
- Requested Wurn Road at Ridge Road intersection update. Mr. Harmon has been on vacation, but will check with road foreman. He added CCRC road crew is currently installing Ridge Road guardrail.
- Said Eveline Township west-side dust control is complete, but inquired as to the east-side application? Mr. Harmon will inquire and report.

Commissioner Ogden moved to award Bay Township Camp Daggett-Sumner Road intersection improvements to low bidder H&D, Inc. (\$24,699.00), seconded by Commissioner Way.

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

Commissioner Way moved to award Bay Township Church Road widening and wedging project to low bidder H&D, Inc. (\$41,477.50), seconded by Commissioner Ogden.

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

Commissioner Ogden moved to award Melrose Township Springbrook Road widening and wedging project to low bidder H&D, Inc. (\$60,886.00), seconded by Commissioner Way.

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

Commissioner Way moved to award Eveline Township Ferry Road reconstruction project to low bidder MDC ~~Contractor~~ Contracting (\$217,143.50), seconded by Commissioner Ogden.

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

Commissioner Ogden moved to award Wilson Township Behling/Wilson Road widening and wedging project to low bidder H&D, Inc. for \$207,630.75 (pending arrival of written confirmation verifying supervisor Todd Sorensen verbal request to Mr. Vanek), seconded by Commissioner Way.

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

All Board members, Commissioner Roloff and Mr. Harmon received Bergmann Marine owner Douglas M. Bergmann correspondence (Marion Township). He requested CCRC replace the Ironton garage grader with a new front-wheel assist grader, rather than a four-wheel drive grader with a snow removal wing. All present agreed winter maintenance is a high priority and ~~the~~ a grader a snow removal wing would provide the most production for the money.

Mr. Skrzeczkoski commended Commissioner Ogden for being a very informative guest speaker at the recent MTA Regional Meeting at Boyne Mountain Resort. Unfortunately, Michigan doesn't designate 100% of the collected gas tax toward road maintenance and improvements as several other states do; Michigan roads are grossly underfunded.

Commissioner Roloff thanked CCRC for use of its Ironton garage facility during the recent hazardous waste collection.

Recessed at 10:15 AM; resumed at 10:30 AM.

10:30 AM-open US-31 North Guardrail Installation bids, attended by H&D, Inc. representative Tim Burger.

<u>CONTRACTOR</u>	<u>AMOUNT</u>
H&D, Inc.	\$181,266.80

Mr. Harmon will send bid to MDOT district engineer Jeff Hunt and await approval.

Commissioner Ogden moved to rescind the May 10, 2004 motion (page 4, lines 10-13), which reads *“Commissioner Way moved to open Ferry Road reconstruction bids, Norwood Township, at 10:20 AM Monday, May 24, 2004, seconded by Commissioner Ogden.”* due to incomplete plans, seconded by Commissioner Way.

VOTE: Ayes – 3
Nays – 0
Motion carried.

Mr. Vanek:

- Explained overweight equipment caused significant structural damage to several Holy Island Bridge stringers. Bridge weight limit was immediately dropped from 14-tons to 3-tons, which will not accommodate heavy equipment (fire trucks, ambulances, etc.). Northwest Design Group suggested temporarily supporting bridge with fifty 6'X6'X8' aspen posts until DEQ direction is received. Mr. Vanek said land under Holy Island Bridge is high and dry with an excellent sand base; possibly the DEQ will approve replacement with a cement box culvert. He will submit an emergency critical bridge fund application (due in June 2004). All present discussed necessity to hold required public hearing before major work begins.
- Received permission from Wilson Township supervisor Todd Sorensen to increase pavement ~~width~~ depth on Wilson Road and Behling Road paving project but wouldn't approve curbing (approximate cost: \$6,000.00). Chairman Saunders suggested CCRC fund ~~widening and~~ curbing at northwest quadrant of Behling & Pleasant Valley Roads ~~to these primary roads~~; the Board agreed to pay up to \$6,000.00.
- Was informed by H&D, Inc. representative they use tapered joints to ~~blend new pavement into old asphalt lanes~~ ensure center joint integrity, as the specification book signifies.

Commissioner Ogden said pavement drop-off is a critical liability issue. He feels a shoulder maintainer and a full-time shoulder maintenance crew are very high priority.

Commissioner Way:

- Talked with CEMEX quarry manager who said current CEMEX position changes will not effect gravel material donation.
- Was approached by Grandvue employee requesting excess ~~mileage~~ millage be used to upgrade Peninsula Road. Commissioner Roloff said the last phase is incomplete and running on budget; there may be no excess funds.
- Asked about Salt Storage Shed Building Fund reallocation. Mr. Harmon said Boyne City shed is complete; Ironton shed is very close. He said fund reallocation would be discussed when final contractor invoice is paid.

Commissioner Way moved to pay bills totaling \$191,208.74, seconded by Commissioner Ogden.

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

Chairman Saunders adjourned the meeting at 11:05 AM.

MAY 10, 2004

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

Chairman Saunders, Commissioners Way and Ogden, County Commissioner Shirley Roloff, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with shop foreman Mick Luchenbill, Eveline Township supervisor Dan Skrzeczkoski, Spaulding Manufacturing, Inc. representative Dave Zedaker, H&D, Inc. representative Tim Berger, Tri-County Excavating representative Phil Vandermus and Petoskey News-Review reporter Fred Gray.

Commissioner Ogden moved to approve April 12, 2004 regular meeting minutes with the following changes, seconded by Commissioner Way.

Page 1, line 47: delete “and Act 51 clearly states road commissions shall not maintain roads past the certification point.”

Page 1, line 52: change “Ironton Ferry” to “Ferry Road”

Page 2, line 02: change “guardrails” to “guardrail”

Page 2, line 08: move “whole paragraph” to Page 2, line 43

Page 2, line 31: change “May 24, 2004” to “May 10, 2004”

Page 3, line 05: change “pitrun” to “pit run”

Page 3, line 05: add “(between Black Road and Marion Center Road)” after “placement”

Page 3, line 24: change “centerline adherence on future projects.” to “centerjoint adherence on future asphalt projects.”

Page 3, line 33: (Commissioner Roloff said dangerous tree was actually on Loeb Road, not Marion Center Road).
Change "She will give him exact road mileage from Charlevoix High School to the tree." to "She was mistaken and informed him it is on Loeb Road."

Page 3, line 45: change "damage." to "damage)."

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

Mr. Luchenbill stated tractor-mower delivered from Ginop didn't meet specifications (4 levers and cables instead of mower joystick controls). ~~The Joystick control was specifically stated offered in Ginop Sales, Inc. bid specifications submittal.~~ He and Mr. Harmon met with Ken Ginop and Hyde Equipment representative on Friday, May 07, 2004. Diamond (mower manufacturer) said joysticks are not standard and would cost an additional \$4,400 per unit, with a \$1,200 trade-in per unit for returning existing controls. This (plus labor) is an additional \$6,400 charge over the original bid price. The Board directed Mr. Luchenbill to obtain proposed solution from Ken Ginop. This difference makes them no longer the low bidder; CCRC may reconsider the second and third bidders.

RESOLUTION TO DESIGNATE PRIVACY OFFICER

Commissioner Ogden moved to designate clerk Shelley Kondrat 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, seconded by Commissioner Way. Privacy Officer duties are:

Position Overview:

The Privacy Officer serves as the designated official responsible for the Charlevoix County Road Commission's HIPAA privacy compliance program. The Privacy Officer oversees the development, implementation, maintenance and compliance with the compliance program.

Responsibilities:

- Work with management and legal counsel to establish, develop, and implement a privacy compliance program.
- Direct and facilitate HIPAA activities.
- Collaborate with management, legal counsel, and appropriate staff to create, implement, and monitor the Road commission's privacy policies, including policies for a notice of privacy practices; minimum necessary use and disclosure of protected health information (PHI); access, inspection, and copying of PHI; amendment of PHI; accounting for disclosures of PHI; record-keeping procedures; and other administrative procedures.
- Monitor all departments, divisions, and operations to ensure compliance with all state and federal privacy laws.
- Establish an internal privacy audit program to track certain non-routine disclosures of PHI and coordinate the development of privacy risk assessment policies and procedures.
- Assist in the development, implementation, and monitoring of business associate agreements to ensure that all privacy requirements are adequately addressed.
- Develop and implement a privacy-training program and certification program to ensure that all workforce members certify their recognition of and compliance with the privacy policies and procedures.
- Establish and monitor a system for receiving questions and complaints regarding the privacy program, ensure that the notice of privacy practices includes a method for contacting the organization regarding privacy matters, and document complaints and their resolution.
- Work with legal counsel to develop methods of investigating allegations of non-compliance with the Road Commission's privacy policies, and develop appropriate sanctions for non-compliance by employees and business associates.
- Make periodic reports to management on the status of the privacy program.
- Develop and implement corrective action procedures to mitigate the effects of prohibited use or disclosure of PHI by workforce members or business associates.
- Maintain current knowledge of applicable standards and revise the privacy compliance program as necessary to reflect changes in the law or Road Commission policy.
- Serve as an internal resource for all privacy-related matters and cooperate with external parties in any compliance reviews or investigations.

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

I hereby certify the above is a true resolution copy unanimously adopted by the Charlevoix County Road Commission Board at their regular May 10, 2004 meeting.

Commissioner Ogden moved to designate Chairman Saunders as MERS 2004 annual meeting official voting delegate, seconded by Commissioner Way.

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

Commissioner Way moved to designate Commissioner Ogden as MERS 2004 annual meeting alternate voting delegate, seconded by ~~Commissioner Ogden~~ Chairman Saunders.

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

Chairman Saunders (Commissioner Ogden alternate) will attend Michigan Employees Retirement System (MERS) September 21-23, 2004 meeting in Grand Rapids.

Commissioner Way and Mr. Harmon met with CEMEX representative Mike Mayes. CEMEX would like to donate material (conventional and some limestone) to CCRC, who would only have to fund 23A gravel processing. Mr. Vanek will prepare bid packet, which will include mandatory pre bid on-site contractors meeting to discuss CEMEX requests (drainage, etc.). CEMEX will review bid documents before finalization. 30,000 tons (21,500 cyd) is anticipated, but if geographical aspects permit, quantity may be expanded.

Recessed at 10:20 AM; resumed at 10:30 AM.

10:30 AM “Two New Hot Asphalt Hauler” and “Two New Pickup Truck” bid openings, attended by Spaulding Manufacturing, Inc. representative Dave Zedaker.

<u>HOT ASPHALT HAULER VENDOR</u>	<u>BRAND</u>	<u>SINGLE UNIT PURCHASE</u>	<u>DOUBLE UNIT PURCHASE</u>	<u>TOTAL BID – TWO UNITS</u>
Spaulding Manufacturing, Inc.	Spaulding	\$11,894.00	\$11,894.00	\$23,788.00
Truck & Trailer Specialties	Concord	\$16,648.32	\$15,889.50	\$31,779.00

Mr. Zedaker offered crack seal demonstration when rented Spaulding machine is at MDOT Gaylord Regional Office. Mr. Harmon requested Brock Road demonstration with Mr. Skrzeczkoski in attendance.

<u>PICKUP TRUCK VENDOR</u>	<u>DESCRIPTION</u>	<u>SINGLE UNIT</u>	<u>TOTAL BID – TWO UNITS</u>
Bob Mathers Ford	Ford F250 4X4 SD	\$22,339.18	\$44,678.36
Gaylord Ford	Ford F250 Reg. Cab 4X4	\$22,572.80	\$45,145.60
Jorgensen Ford	Ford F250 XL 4X4	\$22,900.00	\$45,800.00
Hart Pontiac GMC Buick	GMC 2500 HD 4X4	\$26,196.00	\$52,392.00
Pat McKeown Ford, Inc.	Ford F250 XL 4X4	\$27,966.88	\$55,933.76

10:45 AM Road Project bid openings, attended by H&D, Inc. Representative Tim Berger and Tri-County Excavating representative Phil Vandermus:

<u>PROJECT NAME (ENGINEERS ESTIMATE)</u>	<u>CONTACTOR</u>	<u>TOTAL BID</u>
Church Road wedge & overlay (\$53,000)	H&D, Inc. Rieth-Riley	\$ 41,477.50 \$ 58,177.01
Camp Daggett-Sumner Road intersection improvements (\$23,000)	H&D, Inc.	\$ 24,699.00
Ferry Road reconstruction (\$263,000)	MDC Contracting Tri-County Excavating H&D, Inc.	\$217,143.50 \$229,943.75 \$242,031.75
Pincherry Road wedge & overlay (\$134,000)	H&D, Inc. Rieth-Riley	\$106,811.86 \$146,049.28

Spring Street undercut & paving (\$42,000)	Tri-County Excavating H&D, Inc.	\$ 30,070.00 \$ 34,307.50
Maple Grove Road undercut (\$20,000)	C.H. Smith, Inc. Tri-County Excavating H&D, Inc. MDC, Inc.	\$ 12,477.50 \$ 14,967.00 \$ 19,921.25 \$ 21,697.00

Mr. Luchenbill will review equipment bids and report this afternoon.

Mr. Skrzeczkoski:

- Gave Mr. Harmon maps with Eveline Township dust control requests marked (for May application). He will inform Mr. Harmon if a second application is necessary.
- Some real estate signs are being placed within 1' of blacktop driving lane on the shoulder. Mr. Harmon suggested he call the Charlevoix County Sheriff Department. As far as political signs, the Charlevoix County Clerk's office should be sending "sign posting" laws with all applicant information.
- Asked when Ridge Road lines would be painted; Mr. Harmon said it would be this spring since weather prohibited painting last fall.
- Asked when crack seal bids would be let. Mr. Harmon said Fahrner, Inc. is sending bid specifications to assist in writing CCRC specifications. Mileage quotes are too difficult to figure, so "per pound" bids will be requested. Mr. Harmon and Mr. Vanek will give township ~~estimated~~ generalized price per mile.
- Asked if tree in Ironton was viewed. Mr. Harmon said MDOT conducted on-site review. Said tree is not within right-of-way and is owners responsibility to have removed, though MDOT can trim limbs to the right-of-way line.
- Thanked CCRC for resolving the "Ferry Road" sign placed on M-66.

Mr. Vanek said Norwood Township would supply Ferry Road fill from Parson property; Norwood Township will add to specifications. The contractor will document quantities so Norwood Township can make financial arrangements with Parsons directly.

Commissioner Way moved to open Ferry Road reconstruction bids, Norwood Township, at 10:30 AM Monday, May 24, 2004, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to open US-31 North Guardrail Installation bids (MDOT) at 10:30 AM Monday, May 24, 2004, seconded by Commissioner Way (MDOT will pay CCRC 8.5% of total cost for administrative fees).

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

Mr. Harmon:

- Said CRAM president John Niemela stated financial decisions require all Commissioners to be present; it is illegal to make financial decisions during a telephone conference.
- Presented Jean's Lawn Care proposal for Beaver Island garage at \$30 each mowing (weed trimming included), CCRC has received compliments on the groomed yard, which has drawn compliments the last two years. The Board agreed this is a management decision.
- Will be on vacation Friday May 14, 2004 through Sunday, May 23, 2004.

About the tractor-mowers, Ken Ginop informed Mr. Luchenbill that Hyde Equipment Co., Diamond and Ginop, Inc. would each refund \$500.00. CCRC would be responsible for an extra \$1,700 per tractor plus approximately 10 labor hours each tractor at \$50.00 per hour. This could be an extra \$2,350 per tractor, making Flint New Holland the low bidder at \$171,386. The Board directed Mr. Luchenbill to call Flint Ford New Holland to see if they'll honor their bid, though negotiations may continue with Ginop, Inc.

Commissioner Ogden moved to authorize the manager to award purchase of two new pick-up trucks to lowest bidder meeting specifications, seconded by Commissioner Way.

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

Mr. Luchenbill said Spaulding and Concord hot asphalt haulers meet specifications, though Spaulding offers a heavier frame with heavier tubing and a 2-year warranty for \$400 per unit, plus a triple insulated wall for \$1,900 per unit. He suggested upgrading the frame, but doesn't feel additional insulation is necessary.

Commissioner Ogden moved to authorize the manager to award purchase of two hot asphalt haulers with heavier frames (\$400 per unit) to lowest bidder meeting specifications, seconded by Commissioner Way.

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

Commissioner Roloff:

- Reminded all present of May 22, 2004 hazardous recycling at CCRC Ironton garage.
- Is trying to obtain Beaver Island property for new garage so trucks with plows (and possibly grader) can be housed. Mr. Harmon agrees a grader would be beneficial to Beaver Island, but it can also be traded for \$55,000 toward purchasing a new grader. He will request Board direction.

Mr. Vanek:

- Said H&D, Inc. will begin Villa de Charlevoix intersection paving tomorrow.
- Received South Arm Township Miles Road reconstruction award letter to H&D, Inc. The completion date will be extended from June 05, 2004 to July 30, 2004 due to late arrival of award letter, and H&D, Inc. being gracious enough to honor their bid after the 60-day deadline.
- Must attend mandatory Hazardous Mitigation Plan meeting May 11, 2004 in lieu of the 37th District Meeting.

Reporter Gray said Emmet County would likely ask for 1 mil on their fall 2004 ballot for road improvements.

Mrs. Kondrat is awaiting required government information to complete 2003 audit, Act51 and GASB34 reports. She will meet with auditor Fred Gardner May 12, 2004 to hopefully resolve the situation and complete aforementioned reports. The state has granted an extension until May 31, 2004.

Commissioner Ogden:

- Recommended to Mr. Vanek that the inside curve on Behling Road intersection at Pleasant Valley Road be curbed.
- Asked if Melrose Township received requested Shadow Trails estimate; Mr. Vanek said yes, but they haven't responded to date. (Engineers estimate: approximately \$19,000 to patch across bad area).
- Reminded Mr. Harmon to respond to Sumner Road traffic signal request.
- Inquired about pending Beaver Island property donation. Mr. Harmon and Mr. Vanek will visit Beaver Island Wednesday, May 12, 2004 with Charlevoix County Geographical Information Systems (GIS) coordinator Chris Blough and will conduct on-site review.

Commissioner Way:

- Informed Commissioner Roloff he is making provisions for her CEMEX tour and introduction to "key" employees.
- Said 1 mil in Charlevoix County would raise more than \$500,000 ~~to~~ for county road improvements. Commissioner Roloff said cities would not be included; which Charlevoix County Clerk Jane Brannon confirmed at a recent MTA meeting.

Commissioner Way moved to pay bills totaling \$45,616.86, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to pay Platinum Plus \$218.94, seconded by Commissioner Ogden.

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

Recessed at 12:05 PM for lunch. Resumed at 1:00 PM.

The Board directed the manager to obtain a commitment letter from Ginop, Inc. to insure tractors are delivered as specified and priced in their bid.

Chairman Saunders adjourned the meeting at 1:15 PM.

APRIL 26, 2004

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

Chairman Saunders, Commissioners Way and Ogden, County Commissioner Shirley Roloff, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with State Representative candidate Bonnie Nothoff, Eveline Township supervisor Dan Skrzeczkoski, Norwood Township supervisor Wayne Boss, Villa de Charlevoix Association president Gordon N. Lambie Ed. D., Hayes Township resident Carl Price and Petoskey News-Review reporter Fred Gray.

Commissioner Ogden moved to approve April 12, 2004 regular meeting minutes with the following changes, seconded by Commissioner Way.

Page 1, line 34: add "(no public attendance)." after Guidelines

Page 1, line 49: change "Behling Road and feels joints" to "Behling Road patches and feels longitudinal asphalt joints"

Page 2, line 12: add "(from Detour Road ½ mile south of Nelson Road)" after "\$135,117.86 project"

Page 2, line 38: add "that" after "wandering sporadically"

Page 2, line 44: change to "annual material bid tabulations."

Page 3, line 1: change to "2004 Standards and Specifications for Plat Condominium and Public Road Development",

Page 3, line 29: change "Carol" to "Caroline" and add "Dave Seeley"

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

Mr. Lambie requested a flashing caution light at Sumner Road and Boyne City Road intersection. He gave detailed history on traffic problems and explained it is the only T-intersection in the approximate seven miles between the Boyne City limits and the Villa de Charlevoix subdivision. Mr. Vanek will conduct an engineering review after obtaining required guidelines from the Michigan Manual of Uniform Traffic Control Devices.

Mrs. Nothoff thanked Mr. Harmon and Mr. Vanek for recent interview and tour of very "needy" roads. She was impressed with the maximum funds allowed for road reconstruction versus routine maintenance, and hadn't realized how road commission funding was supplied. She feels all money raised for roads should go directly to roads, and has since been in contact with the State Transportation Committee.

Mr. Price:

- Said Pincherry Road culvert washed-out recently and was replaced by Road Commission forces. Mr. Harmon said barricades will be removed today, but cones will be placed along soft shoulders area. Mr. Price said seed and mulch wasn't completed; Mr. Harmon will investigate.
- Inquired if Pincherry Road relocation was being planned. Mr. Harmon talked with H&D, Inc. this spring; they are still trying to secure permission from a certain landowner.

Mr. Boss:

- Asked about Ferry Road gravel addition. Mr. Harmon said the requested gravel addition would be conducted under routine maintenance after reconstruction is completed. Mr. Vanek requires fill volume quantities from Mr. Boss before gravel bids can be advertised.
- Asked about Paddock Road culvert replacement and feels certification map clearly shows Paddock Road is certified past the creek. Long-time area residents informed Mr. Harmon said culvert was installed before 1932 when townships were responsible for road maintenance. Mr. Harmon and Mr. Vanek hand measured and conducted a Global Placement System (GPS) to obtain the certified distance. Mr. Harmon checked 1959 certification map (oldest available) which shows .481 mile certification distance. All tallies confirm Paddock Road certification ends well before the creek ~~crossing and Act 51 clearly states road commissions shall not maintain roads past the certification point.~~

Mr. Skrzeczkoski:

- Asked if Ferry Road bid opening date was set, Mr. Vanek said it would be discussed today.
- Said resident unhappy with "~~front~~ Ferry Road" sign location, claiming it confuses people. After discussion by all present, Mr. Harmon will have sign relocated to a more useful location.
- Said gravel surfaced Wurn Road intersecting paved Loomis Road gets severe and dangerous potholes and asked if CCRC road foreman could check if frequently this summer.
- Said Wurn Road ditch near culvert has accumulated gravel and asked if riprap could be placed to control erosion. Also, Ridge Road guardrail posts are rotting away, although guardrail is fine. Mr. Harmon and Mr. Vanek will investigate.
- Asked if CCRC would contract crack sealing this season. Mr. Harmon will assemble a road list before bids are let. Chairman Saunders was told crack seal adheres very well, even during winter maintenance.
- Said Marshall Road blacktop area is badly damaged and needs patching. He added gravel addition is required between Marshall Road blacktop sections; he will request Wilson Township funding assistance.

Recessed at 10:20 AM; resumed at 10:30 AM.

10:30 AM Behling & Wilson Road and Springbrook Road wedge and overlay bid openings, attended by Payne and Dolan representatives Gary Harpmann and Roger Perttu.

Behling and Wilson Road wedging and overlay (\$239,000 engineers estimate):

<u>CONTACTOR</u>	<u>TOTAL BID</u>
H&D, Inc.	\$207,530.75
Payne and Dolan	\$254,171.56

Springbrook Road wedging and overlay (\$68,000 engineers estimate):

<u>CONTACTOR</u>	<u>TOTAL BID</u>
H&D, Inc.	\$60,886.00
Payne and Dolan	\$71,982.08

Commissioner Ogden moved to open two new patch wagon bids at 10:30 AM May 10, 2004, seconded by Commissioner Way.

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

Commissioner Way moved to open the following bids 10:45 AM May ~~24~~ 10, 2004, seconded by Commissioner Ogden.

- ✓ Church Road Wedge & Overlay (0.92 Miles), Bay Township
- ✓ Camp Daggett/Sumner Road Intersection Improvements, Bay Township
- ✓ Ferry Road Reconstruction (0.75 Miles), Eveline Township
- ✓ Pincherry Road Wedge & Overlay (2.20 Miles), Hayes Township
- ✓ Spring Street Undercut & Paving, Hayes Township
- ✓ Maple Grove Road Undercut, Hayes Township

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

Mr. Harmon:

- Said Beaver Island townships gravel crusher has been moved to the south end, which is too far to haul gravel to north end. Beaver Island resident Richie Gillespie will sell CCRC 23A gravel for \$6.00/cyd, but doesn't have room to store a separate pile for CCRC. The Board agreed this is a management decision; Mr. Harmon will discuss agreement with Mr. Gillespie.
- Said tractor preparation is almost complete and ready for delivery.
- Is hopeful CCRC 2004 equipment purchases will include: two tractors (\$170,824.), two hot patch wagons (\$26,000.), two pick-up trucks (\$50,000. estimate); two single axle trucks (\$200,000. estimate); and one road grader (\$100,000. estimate with trade-in, \$150,000. estimate without trade-in). The Equipment Fund is able to fund all listed purchases.

Commissioner Ogden moved to open two new pick-up truck bids at 10:30 AM May 10, 2004, seconded by Commissioner Way.

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

Mr. Harmon:

- Said ~~pit run~~ pit run gravel for seasonal Ferry Road placement (between Black Road and Marion Center Road) would be purchased at Drenth Brothers for \$3.00/cyd as quoted to Melvyn Thayer.
- Attended Hall of Justice in Lansing last week with CCRC attorney Joel Wurster to attend Howard Street ending at Walloon Lake lawsuit hearing. The decision is pending.
- Said union negotiation fact finding will be at 10:00 AM June 21, 2004 in the CCRC Boardroom.
- Met at MDOT Gaylord office with regional engineer Tom Harriger, Gary Vogt, St. James Township supervisor Don Vyse and Mr. Vanek to discuss Donegal Bay Trail MDOT funding. Mr. Harriger has other similar projects, all of which require further Federal Highway Department direction. CCRC will be notified by April 2004 if refund is available. If funding is denied, CCRC will appeal to MDOT director Gloria Jeff, who is on record stating MDOT *wants to work with counties*.
- Conducted MDOT "spring ride-around" last week and showed them the M-66 problem tree in Ironton. MDOT determined tree is on private property. They will cut limbs hanging in right-of-way, but property owner is responsible for tree removal.

Mr. Vanek is preparing Marion Township seasonal road gravel addition bid requests.

Mrs. Kondrat will hold selected accounts payable checks to cover May 07, 2004 payroll checks. Held checks will be mailed as soon as MTF funds are received and deposited.

Commissioner Ogden reminded Mr. Vanek to talk with H&D, Inc. about better ~~centerline adherence on future projects~~ center joint adherence on future asphalt projects.

Commissioner Way:

- Informed Mr. Harmon to contact Cemex representative Mike Mayes regarding CCRC gravel production at Cemex pit of Bells Bay Road. He will schedule meeting between himself, Mr. Harmon and CEMEX. Commissioner Way will also arrange Cemex introductions and tour for Commissioner Roloff.
- Said the Ironton Ferry began service April 15, 2004 and seems to be running smoothly.

Mr. Thayer couldn't find Marion Center Road tree Commissioner Roloff is worried it will fall into the roadway. She ~~will give him exact road mileage from Charlevoix High School to the tree~~ was mistaken and informed him it is on Loeb Road.

Chairman Saunders attended the Northern Commissioners seminar last week and presented the following synopsis: 67 counties were represented.

Michigan County Road Commission Self-Insurance Pool (MCRCSIP) celebrates their 20-year anniversary in 2004. In those years, MCRCSIP has collected \$272 million, returned \$52.5 million and has retained earnings (investments) of \$73 million.

Emergency Director Jack Mesler for Charlevoix, Emmett and Cheboygan Counties reported *absolutely nobody* has authority to detour traffic for any reason without road commission approval. Therefore, Camp Ten Road detour was totally illegal during the Elmira Zaremba Equipment fire (overweight vehicles caused major Camp Ten Road damage). Unfortunately, no one department will claim responsibility for detouring traffic during fire.

Commissioner Ogden moved to pay bills totaling \$248,111.76, seconded by Commissioner Way.

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

Chairman Saunders adjourned the meeting at 11:50 AM.

APRIL 12, 2004

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

Chairman Saunders, Commissioners Way and Ogden, County Commissioner Shirley Roloff and Ron Reinhardt, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Eveline Township supervisor Dan Skrzeczkoski, Charlevoix County planner Larry Sullivan and GIS coordinator Chris Blough, Northwest Design Group (NDG) engineer Lucas Porath.

Commissioner Ogden moved to approve March 22, 2004 regular meeting minutes with the following changes, seconded by Commissioner Way.

Page 1, line 43: change "MDOT" to "MDOT's"

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

Mr. Sullivan is working with Top of Michigan Trails Council to construct a non-motorized trail from Boyne City to Charlevoix, paralleling Boyne City-Charlevoix Road. He and Mr. Blough requested CCRC 50/50 cost share aerial photography (\$6,689 total) to obtain Boyne City-Charlevoix Road topographical contour, benefiting CCRC with future reconstruction. Charlevoix County Board and affected townships will also be approached for funding assistance. A decision is required a.s.a.p. since aerial photos will be done within next 3 weeks. The Charlevoix County Board plans to update aerial photos every 5-6 years.

Commissioner Way moved to accept and sign the "Intergovernmental Digital Geographic Sharing" agreement with Charlevoix County, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to accept and sign the 2004 certification map, seconded by Commissioner Way.

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

The Board authorized paying the \$142,343.75 Annual Michigan County Road Commission Self-Insurance Pool (MCRCSIP) insurance in full on April 26, 2004 to save \$3,202.74 finance charge.

10:00 AM Public Hearing for Oversized Truck, Overweight Permits and Guidelines (no public attendance).

Commissioner Ogden moved to accept the following uniform statewide permits:

1. Extended Transportation Permit
2. Single Move Permit
3. Extended Mobile Home Transportation Permit
4. Single Move Mobile Home Transportation Permit
5. Building & Special Load Move Permit
6. Rules for the Movement of Oversize or Overweight Vehicles and Loads

as revised February 19, 2004 by the CRAM Truck Permit Subcommittee, seconded by Commissioner Way.

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

Commissioner Ogden noticed peculiar cracking on Behling Road patches and feels longitudinal asphalt joints were cold and unable to “knit” together. He suggested Mr. Vanek notify contractor to make sure joints are heated and “knit” together well on future projects.

Chairman Saunders received complaints at March MTA meeting suggesting overweight CCRC trucks are breaking pavement edges during winter maintenance. Mr. Harmon agrees snowplowing and larger vehicles add to the problem, although pavement in several areas is “crumbling” from age. Commissioner Ogden said concrete curbing is the only cure to said problem, but adds 30-40% to overall reconstruction costs. The MTA feels shoulder base compaction is insufficient during reconstruction; Mr. Vanek stated he performs excessive density tests before paving.

Commissioner Reinhardt praised the grader operator for keeping Wilson Township gravel roads in excellent condition.

Commissioner Way moved to set Behling and Wilson Road wedge and overlay bids (Wilson Township) and Springbrook Road wedge and overlay bids (Melrose Township) at 10:30 AM April 26, 2004, seconded by Commissioner Ogden.

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

Mr. Vanek stated South Arm Township approved Miles Road \$135,117.86 project (from Detour Road ½ mile south of Nelson Road); CCRC awaits township written authorization to proceed and award bid to H&D, Inc.

The Board instructed Mr. Harmon to inform H&D, Inc. not to quote road projects directly to township officials.

Commissioner Ogden moved to award Miles Road project bid to low bidder H&D, Inc. (\$135,117.86) upon written township authorization, seconded by Commissioner Way.

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

Recessed at 10:40 AM, resumed at 10:45 AM.

Mr. Skrzeczkoski:

- Asked if Ironton Ferry will be opened April 15th as scheduled. Commissioner Way sits on the Transportation Board and said the ferry passed Coast Guard approval “with flying colors”; Mr. Luchenbill said physically and mechanically it looks and runs great. Mr. Skrzeczkoski will be invited to the upcoming Transportation Committee meeting.
- Had calls that fishing shanties are in the Sanderson Road public access. Mr. Harmon suggested he call the Sheriff Department.
- Received Ferry Road revised estimate from Mr. Vanek and authorized setting bid date. Mr. Vanek will prepare packet for April 26, 2004 Board meeting. Mr. Skrzeczkoski will send written township authorization for project.
- Requested blacktop prices. Mr. Vanek will know at April 26, 2004 bid openings.
- Asked for seal coat policy confirmation. Mr. Harmon said contractor will perform, and CCRC will pay \$2,000.00 per mile; the township is responsible to pay the remainder. Mr. Skrzeczkoski will submit list to Mr. Harmon, who will prepare bids by June 15th for July and August 2004 completion.
- Said several certified county roads have surface cracks “wandering sporadically” that require crack seal (maintenance work) rather than seal-coat. Mr. Harmon said process is hot rubber pour and must be let for bids.

- Asked about 2004 brine application. Mr. Harmon explained brine is 26% this year due to 38% becoming unavailable; 26% is \$0.169 for continuous application and \$0.189 for spot application. There are currently 3 or 4 township requests, Mr. Harmon will schedule Eveline Township next. Mr. Skrzeczkoski will color code maps for 2004 applications.
- Requested copies of 2004 annual material bid tabulations.
- Asked about Mountain Road hill project; Mr. Harmon assured him it hasn't been forgotten.
- Requested residents be involved and informed on repairs to Lake Street damage by CCRC snowplow.
- Said Ironton Village residents are complaining about tree branches hanging over M66; MDOT will be informed.
- Is upset again this spring because when the ground begins to soften and it snows lightly, CCRC snowplows tear up the road edges and leave deep shoulder ruts. He feels there is no reason the shoulders have to be plowed. Also the trucks are "heaped" with material and are not complying with weight restrictions. Mr. Harmon will post future notices for employees to stay within weight limits. Chairman Saunders noticed the same thing and suggested CCRC keep shoulders clean during the winter, but staying off the shoulders during the spring thaw.

Commissioner Ogden moved to accept CCRC "2004 Standards and Specifications for Plat Condominium and Public Road Development", seconded by Commissioner Way.

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

Mr. Harmon:

- Plans to have tree harvest on CCRC M-66 property this fall. The Little Traverse Conservancy trail encroaches on CCRC property; they will have resurveyed and re-route the trail. Chairman Saunders said to hire a forester to mark the trees before bids are let.
- Presented Peaine Township supervisor John Works, Jr. and St. James Township supervisor Don Vyse sent correspondence complimenting CCRC Beaver Island employees Dave Adams and Doug Gillespie on their outstanding job performance this winter season.
- And Mr. Vanek will attend April 13, 2004 meeting with project engineer Gary Vogt and Gaylord regional engineer to discuss Donegal Bay Trail funding reimbursement.
- Said Norwood Township supervisor Wayne Boss wishes to utilize the gravel policy on Ferry Road reconstruction. All present agree the policy is designed for existing gravel roads and fit into CCRC schedule without having to be done at a certain time or accumulating overtime.
- Informed all present State Representative 105th District Republican candidate Bonnie Nothoff will visit CCRC at 9:00 AM April 15, 2004 to view Charlevoix County road conditions.
- Said he and Mr. Vanek used the measuring wheel and the truck odometer to measure Paddock Road certified length; both ended well before the culvert and stream crossing.

Commissioner Roloff:

- Said there is a huge tree requiring trimming/removal on Marion Center Road eastside, before the township hall. Mr. Harmon will instruct CCRC road foreman Melvyn Thayer to investigate.
- Said the County Board reconstructed the Parks and Recreation Committee to have several County Board members. This assures money cannot be spent without County Board approval. Chairman Saunders and the Drain Commissioner are no longer on the Committee; new members are County Commissioners Denny Jason, Valerie Snyder and Shirley Roloff, County Clerk Jane Brannon, along with Dave Seeley, Ralph Harmon and Caroline Kobylczak.

The Board approved Mrs. Kondrat possibly being appointed to the Finance and Human Resources Committee for Michigan Road Commission Financial personnel. The CRAM president will make the final appointment.

Chairman Saunders:

- Is against spending money unnecessarily, (i.e. Donegal Bay Trail, St. James Township). Mrs. Kondrat suggested future projects such as this must have all funds in an escrow account before the project begins, and to make sure CCRC has a signed contract with the appropriate township(s).
- Requested tractor purchase update. Mr. Harmon said one is ready for delivery; the other will be ready by April 2004 month-end.
- Said the Board must make a decision on the funding for Boyne City-Charlevoix Road aerial photography. The Board agreed spending money on an uncertain reconstruction project is unjustified when there are other immediate needs. Aerial photography will be performed in the future if said project funding looks promising.

Commissioner Way moved to pay bills totaling \$47,986.42, seconded by Commissioner Ogden.

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

Chairman Saunders adjourned the meeting at 1:55 PM.

MARCH 22, 2004

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

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

Commissioner Ogden moved to approve March 08, 2004 regular meeting minutes with the following changes, seconded by Chairman Saunders.

Page 1, line 1: change "910" to "9:10"
Page 1, line 54: change "46%" to "42%"
Page 2, line 12: change "culvert" to "culverts"
Page 2, line 18: delete "Percent for shoulder grade will be implemented as well."
Page 2, line 21: change "contact the project engineer" to "contact the MDOT resident project"
Page 2, line 41: change "said a private road was damaged" to "said one of our employees damaged a private road"
Page 3, line 22: change "letters were mailed." to "letters were ready to mail."

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

The Wilson Township Board wishes to wedge and overlay Behling Road (Pleasant Valley Road to Wilson Road) and Wilson Road (Behling Road to Boyne City-East Jordan Road) as per Mr. Vaneks estimate (approximately \$250,000.). Mr. Harmon said Melrose Township has also requested wedge and overlay on Springbrook Road from Fraley Road to Romaniak Road. Mr. Vanek will prepare proposed bid documents for April 12, 2004 CCRC Board meeting.

Mr. Vanek presented proposed Standards and Specifications for Plat Condominium and Public Road Development for discussion. Mr. Vanek and Commissioner Ogden will complete intersection radius section for April 12, 2004 review.

Commissioner Ogden moved to pay bills totaling \$121,662.06, seconded by Chairman Saunders.

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

Mr. Harmon hopes to have 2004 certification map ready for Chairman Saunders signature April 12, 2004.

Mr. Harmon and Mr. Vanek viewed private road damage in Ironton; estimates are underway.

Chairman Saunders asked if two swampy areas on lightly traveled Black Road would be a candidate for Geotextile in lieu of undercuts. Mr. Harmon and Mr. Vanek are unaware of said areas, which typically only appear during the spring thaw.

Chairman Saunders requested Donegal Bay Trail update. Gary Vogt was going to talk with MDOT's Gaylord engineer two weeks ago to arrange a meeting, but Mr. Harmon has heard nothing.

Chairman Saunders adjourned the meeting at 10:10 AM.

MARCH 8, 2004

Chairman Saunders called the meeting to order at 9:10 AM.

Chairman Saunders, Commissioner Ogden, County Commissioner Shirley Roloff, Patrick Harmon, James Vanek and Shelley Kondrat attended. Commissioner Way is on vacation.

Commissioner Ogden moved to approve February 23, 2004 regular meeting minutes with the following changes, seconded by Chairman Saunders

Page 1, line 35: change "breaking new asphalt overlay at Stover Creek" to "breaking at Stover Creek".
Page 1, line 36: change "towards overlay projects." to "towards asphalt overlay projects."
Page 2, line 9: change "300-ton" to "300-tons"

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

RESOLUTION TO ABANDON

CAMBURN ROAD AND PART OF KENT ROAD, EVANGELINE TOWNSHIP

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

WHEREAS, all owners of record, and occupants of land abutting the following described road(s) have petitioned the Road Commission to abandon those roads:

All of Camburn Road northwest of Wildwood Harbor Road (presently uncertified) in Section 12, Evangeline Township; and all of Kent Road northwest of Wildwood Harbor Road (presently certified as .06 miles) in Section 12, Evangeline Township, Charlevoix County.

WHEREAS, the Wildwood Harbor Road realignment provided better access and traffic flow in the area adjacent the above described roads; and the subject roads have fallen into disrepair from non-use, the Charlevoix County Road Commission has determined it is in the best public interest to absolutely abandon and discontinue Camburn Road and the portion of Kent Road described above.

THEREFORE, BE IT RESOLVED, this Board absolutely abandons and discontinues the above described roads for roadway purposes effective March 08, 2004.

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 maintain and repair their 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 Evangeline Township Supervisor and to the Evangeline Township Clerk.

I hereby certify the Charlevoix County Road Commission Board adopted this RESOLUTION at their March 08, 2004 regular meeting with the following roll call vote:

YEAS: Saunders, Ogden
NAYS: None
ABSENT: Way

Shelley Kondrat, Clerk

Mr. Harmon, Mr. Vanek and Mrs. Kondrat opened annual material bid tabulations at 11:00 AM Friday, March 05, 2004. Mr. Vanek presented bid tabulations revealing good prices overall. Mr. Harmon recommends 26% brine on mainland roads, but advises 38% on Beaver Island roads, which receive only one application. He will test ~~46%~~ 42% brine on a primary road for future reference (it has a 120-day guarantee).

Commissioner Ogden moved to authorize the manager to purchase annual materials in the best public interest, seconded by Chairman Saunders.

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

Mr. Harmon said:

- 2004 Hudson Township gravel project materials from the new H&D, Inc. Hudson Township pit will be very cost effective at \$3.25/cyd. Gravel production site(s) will depend on project locations, especially on the west-side.
- Bituminous material and slag will only be ordered for the DuraPatcher; other seal coat projects will be bid out to contractors.
- Blarney Castle will supply premium diesel fuel at 4 ½ cents over rack price.
- Mr. Vanek will purchase culverts from low bidder Premarc in 2004. He will make sure quotes are honored before order is placed.
- M&M, low bidder for centerline painting.

Mr. Vanek presented newly revised Standards and Specifications for Plat Condominium and Public Road Development, which was to prevent confusion. Some topics were combined and some were deleted. Commissioner Ogden will assist Mr. Vanek with final review. ~~Percent for shoulder grade will be implemented as well.~~

Commissioner Roloff said her business on US31 has drainage problems since Marion Center Road realignment. Commissioner Ogden recommended she contact the MDOT resident project engineer with her concern.

Commissioner Ogden moved to designate Chairman Saunders as voting delegate for CRAM Policies at the March 18, 2004 Annual Business Meeting, seconded by Chairman Saunders.

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

Mr. Harmon would like to hold April 12, 2004 10:00 AM public hearing to allow public comment and to adopt revised permits.

Commissioner Ogden moved to hold a public hearing to review revised uniform statewide moving permits, seconded by Chairman Saunders.

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

Mr. Harmon said new tractors are enroute to Ginop Sales, Inc.; he and shop foreman Mick Luchenbill will view on Thursday (Ginop Sales, Inc. substituted 2004 models for 2003 models at no additional charge). The mower factory in Minnesota wishes to mount the first mower themselves, since Ford New Holland changed the mounting holes on 2004 tractors; this way they can revise their mower mounting holes.

Mr. Harmon said one of our employees damaged a private road ~~was damaged~~ in Ironton during winter maintenance. He will conduct on-site review and report.

CCRC members attending CRAM Conference will meet with Senator Jason Allen at 7:30 AM March 17, 2004.

CCRC employee safety training, first aid and CPR will be at 7:00 AM Tuesday, April 13, 2004. Lunch will be provided.

Mr. Harmon and Mr. Vanek will meet March 16, 2004 in Gaylord to review Charlevoix County Road Soft crash data, which is finally updated.

Commissioner Roloff:

- Questioned Charlevoix County load limits as printed in the Petoskey News-Review. Mr. Harmon explained Charlevoix County Road Commission changed load limits from normal to designated, which complies with surrounding counties.
- Asked about Charlevoix County numbering system signage. Mr. Vanek explained numbers would be placed on road name signs for less confusion; Commissioner Roloff will contact Chris Blough to meet and explain to the numbering committee.

Mr. Vanek:

- Reported MDOT final payment for Donegal Bay Trail, St. James Township, Beaver Island hasn't been received to date. Mr. Vanek said MDOT engineer Judy Browning turned in her final report noting several deficiencies in the project. 1) Wage rate interviews weren't conducted to verify Davis Bacon wages as required if Federal funds are involved; 2) individual daily reports (IDR) weren't kept; 3) material testing wasn't done; etc. He reported engineer Gary Vogt is being very cooperative and feels he did an adequate job. Mr. Vogt sent Mrs. Browning initial project plans and invited her to the pre-bid award meeting; she made no comment on the plans, didn't attend the meeting. The project review has been turned over to MDOT Gaylord regional engineer Tom Harringer. Mr. Vanek will arrange a meeting between himself, Mr. Harmon, Mr. Harringer, St. James Township supervisor Don Vyse and Gary Vogt before a final decision is made.
- Said Boyne City-Charlevoix Road and US31 intersection project will be postponed until 2005; the grant is secure.

Fred Gardner, CPA, will conduct 2003 audit the week of March 22, 2004.

Commissioner Ogden:

- Asked about union negotiations. Mr. Harmon said the union filed for fact finding, when a fact finder is appointed by the State a meeting date will be arranged.
- Asked if township cost-share letters were ~~mailed~~ ready to mail. Mr. Harmon will mail after Commissioners sign them after today's meeting.

- Asked if Salt Storage Building Fund should be reallocated or renamed. Mr. Harmon suggested waiting until final payment is made to the building contractor.

Commissioner Ogden moved to pay bills totaling \$38,119.92, seconded by Chairman Saunders.

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

Commissioner Ogden moved to pay L.W. Lamb, Inc. \$101,430.85 for Thumb Lake Road Crossing North Branch Boyne River project, seconded by Chairman Saunders.

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

Chairman Saunders adjourned the meeting at 12:00 noon.

FEBRUARY 23, 2004

Commissioner Way called the meeting to order at 9:00 AM.

Commissioners Way and Ogden, County Commissioner Ron Reinhardt, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Marion Township supervisor Bud Boss, Michigan State Police Officer Jim Malone (Petoskey Post) and Petoskey News-Review reporter Fred Gray. Chairman Saunders is on vacation.

Commissioner Ogden moved to approve February 09, 2004 regular meeting minutes as presented, seconded by Commissioner Way.

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

Mr. Harmon said John Haggard wishes to donate non-buildable property, Section 1, Peaine Township, Beaver Island, to the Road Commission (approx. 40'W X 100'L). The Board directed Mr. Harmon to conduct on-site review in the springtime to assure the property is problem free. Upon approval, Mr. Haggard will supply the quit claim deed and proof that property taxes are paid to date.

Commissioner Reinhardt said Mr. Harmon should check out a similar piece of property at the M-32/Pearsall Road intersection.

Mr. Harmon and road foremen Randy Thompson and Melvyn Thayer will attend April 29, 2004 CRASIF Safety Seminar in Mackinaw City. Chairman Saunders will be invited to attend as usual.

Officer Malone said Charlevoix County should use designated loading weight, width and length as specified in the "Truck Driver's Guidebook (TDG), Seventh Edition Revised" as surrounding counties do; currently CCRC uses normal limits.

Commissioner Ogden moved to follow the "Truck Driver's Guidebook, Seventh Edition Revised" designated loading on all Charlevoix County Roads, seconded by Commissioner Way.

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

9:20 AM-Mr. Boss:

- Reported Marion Township wishes to place 4" gravel on all seasonal roads in 2004, with focus on roads with residences. He requested Mr. Vanek assemble a list for township approval.
- Said Novotny Road is tipping and breaking ~~new asphalt overlay~~ at Stover Creek crossing.
- Asked if \$2,000 CCRC contribution per seal coat mile could also be considered towards asphalt overlay projects.
- Requested estimate to complete Black Road 2" overlay from new overlay to Phelps Road.

Mr. Harmon:

- Said seal coat projects will be lumped together to keep costs down. Commissioner Reinhardt said Deer Lake Road should have asphalt overlay; Mr. Harmon said wedging and overlay would be required.
- Said Vick lawsuit regarding Howard Street in Melrose Township will be heard in the Michigan Court of Appeals at 10:00 AM April 20, 2004. He would like to attend with CCRC attorney Joel Wurster; the DEQ and Melrose Township will also be represented. The outcome will set precedent throughout the state in regards to public access sites.

Commissioner Ogden moved to allow Boyne City-Charlevoix Road closure as requested in Horton Bay July 04, 2004 Parade permit application (sheriff department has approved), seconded by Commissioner Way.

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

Hayes Township supervisor Tim Boyko informed Mr. Harmon their Board will not participate in US31/Boyne City-Charlevoix Road intersection improvement funding. Supervisor Dale Glass will present funding assistance to Charlevoix Township Board and will notify Mr. Harmon. CCRC will attempt to raise required funds so MDOT Safety Grant will not be lost.

Commissioner Way asked if MDOT has plans for the commercial development entrance near said intersection. Mr. Harmon and Mr. Vanek met with MDOT last week and most improvements are in CCRC rights-of-way. The main entrance will be off US31, with separate drives branching off to individual businesses. The service drive will be off Boyne City-Charlevoix Road. Mr. Vanek added Raspberry Lane intersection should be included in project, and engineering and bid letting will be in 2004, but project will be done in 2005.

Total 2003-04 winter snowfall to date is 120.5". Commissioner Reinhardt has heard many compliments on winter maintenance this season and personally, feels CCRC is doing a good job. Mr. Harmon said salt is being used conservatively since there is only 300-tons more back up left. If further salt is required it could cost between \$70 & \$100 per ton.

Mr. Gray said Chippewa County has countywide road millage as well as township road millages. He asked if a Charlevoix countywide road millage is being considered, as it is in Emmet County. Mr. Harmon said the County Board, Cities and most Townships do not support this. A gas and weight tax increase would be the fairest way, but legislators won't give support. Mr. Gray asked if Charlevoix County participates in the Federal Aid PACER program; Mr. Vanek said yes and CCRC is awaiting data.

10:00 AM – Telephone conference with Chairman Saunders.

Commissioner Ogden moved to transfer \$124,600.00 from the Salt Storage Building Fund to the General Fund to pay H&D, Inc. in full for Donegal Bay Trail, St. James Township, seconded by Chairman Saunders (via telephone).

➤ VOTE: Ayes – Saunders (via telephone), Way, Ogden Nays – 0 Motion carried.

Commissioner Ogden explained Marion Township request for CCRC to pay \$2,000 per mile for asphalt overlay. Chairman Saunders favors this; language will be integrated into township letters before mailing.

Telephone conference ended.

Commissioner Ogden moved to pay bills totaling \$150,482.47, seconded by Commissioner Way.

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

10:45 AM Used Equipment Bid Opening:

Description	Leon Jaroneski	Thomas Gallagher	Joseph Smith	Don Puroll	Douglas Bergmann	Ben Sackrider
Bid Item #1 (Equip. #742)	No Bid	No Bid	No Bid	\$ 125.00	No Bid	No Bid
Bid Item #2 (Equip. #746)	No Bid	No Bid	No Bid	\$ 50.00	No Bid	No Bid
Bid Item #3 (Equip. #741)	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Bid Item #4 (Equip. #642)	No Bid	\$ 200.00	No Bid	No Bid	\$ 101.00	\$ 150.00
Bid Item #5 (Equip. #617)	\$ 387.00	\$ 400.00	\$ 100.00	\$ 50.00	No Bid	\$ 200.00
Bid Item #6 (Equip. #629)	No Bid	\$ 500.00	\$ 150.00	No Bid	No Bid	\$ 150.00
Bid Item #7 (Equip. #630)	\$ 150.00	\$ 400.00	\$ 150.00	\$ 155.00	No Bid	\$ 200.00
Bid Item #8 (Equip. #641)	No Bid	\$ 100.00	No Bid	No Bid	No Bid	\$ 100.00

NOTE: Awarded bids are highlighted in red.

Mr. Harmon presented Ironton garage employee Thank you letter for the Christmas luncheon.

Commissioner Ogden moved to accept all used equipment bids and authorize the manager to sell all plows in the Road Commissions best interest, seconded by Commissioner Way.

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

Commissioner Way adjourned the meeting at 10:55 AM.

FEBRUARY 9, 2004

Commissioner Way called the meeting to order at 9:10 AM.

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

Commissioner Ogden moved to approve January 26, 2004 regular meeting minutes as presented, seconded by Commissioner Way.

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

The Board elected to vote for CRAM Board of Director incumbents.

Mr. Harmon explained St. James Township friendly lawsuit (Case No. 04-212-20-CH) through Circuit Court to “(a) Amend the Plat of the Frazer, Yerkes & Clayton Subdivision to vacate that portion of **Main Street** which runs south-southwest to north-northeast between that portion of **Main Street** previously vacated and that portion of **Main Street** situated east of Lots 4, 5, 6, 7, 8 and 9 of Block B, and, (b) Order that fee simple title to the vacated roadway vest in the abutting lot owners and, (c) grant any other relief to which Plaintiff may be entitled.”

Commissioner Ogden moved to authorize CCRC attorney Joel Wurster to respond that CCRC Board is in agreement with 33rd Circuit Court Case No. 04-212-20-CH, seconded by Commissioner Way.

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

Commissioner Roloff said Parks & Recreation Committee plan to meet Whiting County Park needs in 2004, and install well and port-a-johns at Thumb Lake swimming beach (Magee Road).

Commissioner Ogden moved to open used equipment bids at 10:45 AM Monday, February 23, 2004, seconded by Commissioner Way.

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

CCRC employee request for April 3rd through April 18th, 2004 leave of absence request is granted, weather permitting.

Mr. Harmon said building and contents appraiser is coming this week. Mr. Harmon’s request to purchase a video camera (\$500.00 limit) required to tape buildings & contents and other necessities was granted by the Board.

RESOLUTION FOR CHANGING MERS BENEFITS

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

In accordance with the MERS Plan Document of 1996, the **Charlevoix County Road Commission Board** adopts the following benefits for: **1501 (Reporting Unit: 01, Bargaining Unit: 01)**.

Reporting Unit Number, MERS Division Number and Name

A “division” is defined as an employee or group of employees covered by the same benefit programs **and** the same employee contribution program. Each division has a specific MERS number and name, such as “Div. 10, General-Admin.,” and is part of a Reporting Unit, such as: “01.”

Supporting Supplemental Valuation is dated _____

BENEFIT MULTIPLIER

From B-2 To B-3 Effective Date 01/01/04
(Current Benefit Multiplier) (New Benefit Multiplier)

Provisions for Earlier Normal Retirement

F50/25 F50/30 F(N)-Years and Out (Specify number of years) _____
 F55/15 F55/20 F55/25 F55/30

Effective Date _____

EMPLOYEE CONTRIBUTION RATE

ADDITIONAL BENEFITS AFFECTING FUTURE RETIREES

New Rate _____ FAC 3 V-6 V-8 RS – 50% D-2 E-2

Effective Date _____ Effective Date _____

RETIREE COST-OF-LIVING BENEFIT PROGRAMS FOR CURRENT RETIREES

E Standard E-1
 E – Other (Specify Factor _____ Adjustment Years _____)

Effective Date _____

WINDOW PERIOD (If applicable)

From _____ To _____
(Date) (Date)

I certify that the above was adopted by the Charlevoix County Road Commission Board on Feb. 09, 2004 by
Governing Body Meeting Date
the following vote:

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

Authorized Signature CLERK 02/09/04
Title Date

NOTE: Standard/Nonstandard Benefit Provisions – Attach page fully describing provision(s), and (1) a complete copy of the fully executed collective bargaining agreement and a certified copy of official minutes where the collective bargaining agreement or this Resolution was adopted, or (2) a copy of the arbitration or mediation decision. If further information is needed, please contact your MERS Service Representative at 1 (800) 767-6377.

Resolution ChgMERSBene-12/31/99

Mr. Harmon will prepare alternative suggestions with various options for the Salt Storage Building Fund for Board presentation.

Mr. Harmon said MDOT State Enhancement Fund continues to owe \$124,600.00 to H&D, Inc. for **Donegal Bay Trail**, St. James Township. Mr. Harmon and Mr. Vanek feel file sent to MDOT for payment is more than sufficient; payment decision is now in MDOT "hands".

Commissioner Ogden distributed proposed township policy letter to all present. Board members will review and give suggestions at future Board meeting.

Commissioner Ogden moved to pay bills totaling \$81,392.85 seconded by Commissioner Way.

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

Mr. Harmon said Boyne City gravel is plentiful at this time, but Ironton will require gravel production before summer. Commissioner Way reminded donated CEMEX limestone is available to manufacture at any time.

Commissioner Way adjourned the meeting at 10:45 AM.

JANUARY 26, 2004

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

Chairman Saunders, Commissioners Way and Ogden, Patrick Harmon, James Vanek and Katie Tarachas attended, along with Petoskey News-Review reporter Fred Gray.

Commissioner Ogden moved to approve January 12, 2004 regular meeting minutes with the following changes, seconded by Commissioner Way.

Page 1; line 53 Remove "only".
Page 2; line 17 Change "Way" to "Saunders"

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

All present discussed seal coat feasibility study. Chairman Saunders asked if seal coat policy would continue as usual if CCRC had modern equipment. Mr. Harmon said yes, but equipment replacement cost is approximately \$300,000 - \$400,000 and cannot be justified. Commissioner Ogden noted by contracting seal coat work, Road Commission forces can concentrate on gravel projects.

For 2004 township share policies, Mr. Harmon suggested:

- Continue gravel share policy.
- Postpone asphalt share policy.
- Contract seal coat projects; CCRC will pay \$2,000 per mile and townships will fund remainder (approximately \$10,000 a mile total).
- Continue engineering policy.

RESOLUTION TO ABANDON PORTIONS OF BLANN AND

COUNTY LINE ROADS, BOYNE VALLEY TOWNSHIP

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

WHEREAS, the State of Michigan owns all of Section 36 T.32N-R.5W, Boyne Valley Township, Charlevoix County. To protect wetlands, the State of Michigan has proposed closing portions of **Blann and County Line Roads** located in Section 36, has substituted a new road on deeded realignment, and requests the Road Commission abandon the roads proposed for closure.

WHEREAS, the County Road Commission Board reviewed the request by the State of Michigan (Department of Natural Resources) and has determined that the new road provides proper public access; and to protect wetlands negatively impacted by the old road alignments, it is in the best public interest to abandon the following portions of **Blann and County Line Roads**:

Road description for the proposed road closure for a portion of existing **Blann Road** in the East ½ of section 36, T32N-R5W Charlevoix County Michigan. Commencing at the Southeast corner of section 36, T32N, R5W, Boyne Valley Township Charlevoix County Michigan; Thence N89°12'54"W 2334.57 feet along the south section line of section 36; thence N0°59'57"E 923.21 feet to the point of beginning; thence N74°22'56"E 223.05 feet; thence N69°19'37"E 346.30 feet; thence N72°38'43"E 220.48 feet; thence N75°04'46"E 82.67 feet; thence N67°08'42"E 192.85 feet; thence N53°15'40"E 114.78 feet; thence N44°14'17"E 70.74 feet; thence N33°54'08"E 65.96 feet; thence N28°37'13"E 66.67 feet; thence N24°43'06"E 193.28 feet; thence N30°08'26"E 166.87 feet; thence N27°50'49"E 175.48 feet; thence N32°01'35"E 98.83 feet; thence N38°23'21"E 213.00 feet; thence N35°24'36"E 183.94 feet; thence N25°21'22"E 214.03 feet; thence N42°12'49"E 52.11 feet; thence N61°00'35"E 80.34 feet; thence N77°25'57"E 93.78 feet; thence S87°37'25"E 88.42 feet; thence S89°34'56"E 83.14 feet; thence N78°55'19"E 152.55 feet to the east line of section 36, and the point of ending. Total length of Blann Road proposed for road closure is 3179.3 feet or .60 miles.

Road description for proposed road closure for a portion of existing **County Line Road** in the south ½ of section 36, T32N-R5W, Charlevoix County, Michigan. Commencing at the southwest corner of section 36, T32N,R5W, Boyne Valley Township, Charlevoix County Michigan; Thence S89°12'54"E 2070.48 feet along the south section line of section 36; thence N1°28'42"E 607.76 feet to the North right-of-way of the proposed new designated county road and the point of beginning; thence N21°40'06"E 109.41 feet; thence N43°35'27"E 110.83 feet; thence N66°02'06"E 57.12 feet; thence N78°24'54"E 104.41 feet; thence N83°27'46"E 273.14 feet; thence N81°39'31"E 320.01 feet; thence S82°58'56"E 140.12 feet; thence S68°00'59"E 141.80 feet; thence S67°32'59"E 98.32 feet; thence S57°28'30"E 115.90 feet; thence S47°15'08"E 219.66 feet; thence S60°48'36"E 131.23 feet; thence S69°10'01"E 192.29 feet; thence

S54°22'17"E 137.68 feet; thence S41°00'31"E 136.32 feet; thence S26°27'17"E 296.20 feet to the North right-of-way of the proposed new designated county road and the point of ending. Total length of County Line Road proposed for road closure is 2584.44 feet or 0.49 miles.

THEREFORE, BE IT RESOLVED, this Board absolutely abandons and discontinues the above described road sections for roadway purposes effective January 26, 2004.

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 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 January 26, 2004 with the following vote:

AYES: Saunders, Way, Ogden
NAYS: -NONE-

Shelley Kondrat, Clerk

**RESOLUTION TO ACCEPT NEW ALIGNMENT AND DEEDED
RIGHT-OF-WAY FOR COUNTY LINE ROAD
BOYNE VALLEY TOWNSHIP**

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

WHEREAS, the Michigan Department of Natural Resources, has offered to provide a deed for realigned road right-of-way to the Road Commission known as **County Line Road** hereafter described:

A strip of land 66 feet wide 33 feet each side of the following description:

Commencing at the Southwest corner of section 36, T32N,R5W, Boyne Valley Township, Charlevoix County Michigan; thence S89°12'54"E 2040.61 feet along the South section line of section 36; thence N1°28'42"E 544.81 feet to the center of the existing county road and point of beginning of the new road; thence N77°55'25"E 410.47 feet; thence N73°48'28"E 285.11 feet; thence N83°30'57"E 80.21 feet; thence S79°51'00"E 131.96 feet; thence S71°40'05"E 53.65 feet; thence S63°39'43"E 190.25 feet; thence S54°44'00"E 490.67 feet; thence S55°39'58"E 290.04 feet; thence S61°28'01"E 269.77 feet; thence S74°32'16"E 184.44 feet to the center of the existing county road and the point of ending. Subject to any right-of-way, easements and restrictions of record. Total length of realigned road on new deeded right-of-way is 2,386.6 feet or 0.45 miles.

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 January 26, 2004.

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 January 26, 2004 with the following vote:

YEAS: Saunders, Way, Ogden
NAYS: -NONE-

Shelley Kondrat, Clerk

Mr. Harmon:

- Reported Annual Road Mileage Certification report has been processed.

- Reminded all present of January 31, 2004 retirement party for Oscar Stroud.
- Will be absent Thursday, February 5, 2004 for jury duty.

Commissioner Ogden moved to enter closed session at 10:00 AM to discuss current union contract negotiations, seconded by Commissioner Way.

VOTE: Ayes – 3 Nays – 0 Motion carried.

Returned to regular session at 11:05 AM.

Commissioner Ogden:

- Requested **Donegal Bay Non-Motorized Trail** update. Mr. Harmon received a packet from project engineer Gary Vogt asking what concerns MDOT has with the project. Mr. Vogt requested a meeting with MDOT, CCRC and St. James Township to discuss concerns with the construction of the trail.

Commissioner Way:

- Asked to be brought up to speed on the last 37th meeting regarding pre-treated salt. Mr. Harmon said MDOT is considering pre-wet salt on state highways, he figures it will cost approximately \$18 more per ton. Commissioner Saunders is concerned how we would separate pre-treated salt from non-treated salt if MDOT requires it on state highways.

Commissioner Saunders:

- Asked if Charlevoix and Hayes Townships have been contacted regarding **Boyne City-Charlevoix Road and US-31** intersection improvements. Mr. Harmon said letters have been sent requesting financial contributions and are waiting for responses.

Commissioner Way moved to pay bills totaling \$96,398.70 seconded by Commissioner Ogden.

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

Chairman Saunders adjourned the meeting at 11:25 AM.

JANUARY 12, 2004

Clerk Shelley Kondrat called the meeting to order at 9:05 AM.

Commissioners Saunders, Way and Ogden, Charlevoix County Commissioner Shirley Roloff, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Northwest Design Group (NDG) engineer Howard Haselschwardt and Petoskey News-Review Reporter Fred Gray.

Shelley Kondrat opened the floor for 2004 Chairman nominations.

Commissioner Ogden nominated Commissioner Saunders for 2004 Chairman.

Commissioner Way moved to close nominations and cast a unanimous ballot electing Commissioner Saunders 2004 Chairman, seconded by Commissioner Ogden.

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

Chairman Saunders opened the floor for 2004 Vice-Chairman nominations.

Commissioner Ogden nominated Commissioner Way for 2004 Vice-Chairman.

Chairman Saunders moved to close nominations and cast a unanimous ballot electing Commissioner Way 2004 Vice-Chairman, seconded by Commissioner Ogden.

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

The Board noted CCRC follows Roberts Rules of Order.

Commissioner Way moved to approve December 29, 2003 regular meeting minutes as presented (staff will make necessary corrections before submitting Resolutions to Register of Deeds), seconded by Commissioner Ogden.

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

Mr. Haselschwardt presented \$20,800. engineering proposal for **US-31 and Boyne City Charlevoix Road** intersection improvements (Mr. Vanek's assistance will lower project-engineering costs). He will investigate if MDOT wishes to make any improvements in conjunction with CCRC project. Mr. Harmon and Mr. Vanek will contact Charlevoix Township and Hayes Township requesting local match funding assistance.

Commissioner Ogden moved to authorize the manager to sign NDG **US- 31 and Boyne City Charlevoix Road** intersection improvements engineering proposal, seconded by Commissioner Way.

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

Mr. Haselschwardt feels 2005 **Thumb Lake Road** reconstruction project (Slashing Road to US-131) preliminary plan documents should be readied in June 2004 for December 2004 bid letting. Chairman Saunders said MDOT representative Susan Richardson informed Rural Task Force Meeting attendees that State D funds might become unavailable. All present agreed to move ahead with **Thumb Lake Road** reconstruction as if there were no funding issues.

Commissioner Ogden is concerned with **Thumb Lake Road** reconstruction project muck excavation near Bridge crossing North Branch of Boyne River. Mr. Haselschwardt explained NDG would present alternatives and issues to the Board (success, risks, costs, etc.).

Chairman Saunders learned at the January 08, 2004 Rural Task Force meeting that STP will fund construction engineering ~~only~~ and requires a 20% local match.

Commissioner Ogden moved to authorize NDG to begin **Thumb Lake Road** reconstruction project design, seconded by Commissioner Way.

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

Commissioner Way moved to open 2004 Annual Material bids at 11:00 AM Wednesday, March 03, 2004 at 11:00 AM, seconded by Commissioner Ogden. (Bid tabs will be presented March 08, 2004 to the Board).

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

Mr. Harmon and Mr. Vanek will attend January 14, 2004 South Arm Township meeting to explain **Miles Road** proposal.

Commissioner Roloff said **2003 Ironton Ferry** deficit is approximately \$80,000; CCRC portion is approximately \$40,000.

Mr. Vanek presented Road Construction Expenditure graph comparing last 4 years, including 2003.

Commissioner Ogden moved to appoint Commissioner Way as CCRC Charlevoix County Transportation Authority liaison, seconded by Commissioner ~~Way~~ Saunders.

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

Commissioner Ogden moved to pay bills totaling \$110,181.95, seconded by Commissioner Way.

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

Commissioner Ogden moved to enter closed session to discuss current union contract negotiations.

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

Commissioner Way moved to adjourn at 10:56 AM, seconded by Commissioner Ogden.

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