

2005 REGULAR BOARD MEETING MINUTES

PLEASE SCROLL DOWN TO VIEW PREVIOUS DATES

DECEMBER 30, 2005

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners Saunders and Ogden, County Commissioners Shirley Roloff and Ron Reinhardt, Patrick Harmon and Shelley Kondrat attended, along with South Arm Township resident Will Ogden (who presented old CCRC films from the 1950's after the meeting).

Commissioner Saunders moved to approve December 12, 2005 regular meeting minutes with the following changes, seconded by Commissioner Ogden.

Page 1, line 4: change "resident" to residents"
Page 1, line 5: insert "& Bess Hall," after Parish
Page 2, line 89: delete "100%:"
Page 3, line 102: change "Commissioner's" to "Commissioners"
Page 3, line 118: change "1920's" to "1950's"

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

Commissioner Saunders moved, seconded by Commissioner Ogden 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.

MOTION APPROVED by roll call vote:

➤ VOTE: Ayes – Saunders, Way, Ogden Nays – None 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 moved to allow the Clerk to pay 2005 invoices through 12-31-05 with Manager approval, seconded by Commissioner Saunders.

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

Commissioner Ogden moved to adopt the following 2006 Administrative Wage Scale, seconded by Commissioner Saunders.

Manager	\$2,551.35/bi-weekly
Board Clerk	\$14.42 to \$19.53/hour
Staff Engineer	\$15.38 to \$20.62/hour
Staff Engineer (P.E.)	\$15.38 to \$21.11/hour
Payroll/Accounts Payable Clerk	\$11.62 to \$15.92/hour
Road Foreman	\$14.42 to \$18.92/hour
Skilled Foreman (Mechanic)	\$14.90 to \$19.52/hour
Purchasing Agent	\$12.02 to \$17.25/hour
Administrative Assistant	\$14.00 to \$15.38/hour

Office Assistant \$ 8.00 to \$11.51/hour

AND the following administrative pay increases effective the first full pay period after January 06, 2006:

	<u>INCREASE</u>	<u>NEW WAGE RATE</u>
Manager:	1.5% increase (\$37.70 bi-wkly)	\$2,551.35 bi-weekly
Board Clerk:	1.5% increase (\$0.28 hour)	\$ 19.23 hour
Staff Engineer:	1.5% increase (\$0.30 hour)	\$ 20.36 hour
Payroll/Accounts Payable Clerk:	1.5% increase (\$0.19 hour)	\$ 13.06 hour
Road Foremen:	1.5% increase (\$0.26 hour)	\$ 17.66 hour
Skilled Foreman (Mechanic):	1.5% increase (\$0.26 hour)	\$ 19.12 hour
Purchasing Agent:	1.5% increase (\$0.25 hour)	\$ 17.00 hour

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

Commissioner Ogden moved to approve up to 30% fund transfer from the Primary Road Fund to the Local Road Fund, and to transfer funds from the County Road Fund to the Local Road Fund as necessary for the fiscal year ending December 31, 2005, seconded by Commissioner Saunders.

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

Commissioner Saunders and Mr. Harmon will attend TEA-21 Sub-Task Force 10-A Meeting (information below).

Commissioner Saunders moved to elect CCRC manager Pat Harmon voting member for the 1:00 PM January 05, 2006 TEA-21 Sub-Task Force 10-A Meeting at Emmet County Road Commission located at 2265 E. Hathaway Road, Harbor Springs, MI 49740, seconded by Commissioner Ogden.

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

MDOT CONTRACT NO. 2003-370 DAB CHANGE RESOLUTION

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

WHEREAS, the Charlevoix County Road Commission (CCRC) and the Michigan Department of Transportation (MDOT) hold State Highway Maintenance Contract No. 2003-370 DAB effective September 30, 2003, and

AND WHEREAS, the CCRC unintentionally elected not to receive a Maintenance Advance described in ADJUSTMENT TO THE MAINTENANCE ADVANCE, Section 21 (page 28),

THEREFORE, BE IT RESOLVED, the CCRC elects to receive a Maintenance Advance as outlined in State Highway Maintenance Contract No. 2003-370 DAB, Section 21.

BE IT FURTHER RESOLVED, the Charlevoix County Road Commission Clerk shall provide Resolution copy to the Michigan Department of Transportation and the County Road Association of Michigan.

Resolution adopted by the following vote:

YEAS: Saunders, Way, Ogden
NAYS: None.

I certify this to be a true RESOLUTION copy made and adopted at the Charlevoix County Board of Road Commissioners December 30, 2005 regular meeting.

Shelley Kondrat, Clerk

Commissioner Saunders moved to accept the Fiscal Year January 1 to December 31, 2005 Recommended Year-end Budget proposed by the Clerk as follows, seconded by Commissioner Ogden.

2005 YEAR-END BUDGET SUMMARY

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 FINAL BUDGET

REVENUES (AND OTHER SOURCES)		AMOUNT		
DEPARTMENT OR CLASSIFICATION				
PAGE NO.	ACCOUNT DESCRIPTION	ESTIMATED PRIOR YEAR (12-31-04)	PREVIOUSLY APPROVED BUDGET	RECOMMENDED 12-31-05 BUDGET
2	TRANSPORTATION	3,395,620.99	3,120,000.00	3,606,253.57
2	FEDERAL & STATE REVENUE	152,749.59	1,357,826.16	1,358,467.39
2	ECONOMIC DEVELOPMENT FUND	0.00	0.00	0.00
2	TRUNKLINE MAINTENANCE-PRIMARY	394,057.28	380,000.00	472,108.08
2	COUNTY RAISED REVENUE	1,853,831.56	476,417.38	462,201.41
2	OTHER RAISED REVENUE	174,387.63	0.00	11,500.00
2	INTEREST EARNED	13,070.01	35,350.00	34,390.00
2	SALVAGE SALES	2,083.69	1,500.00	1,509.05
2	GAIN/LOSS-EQUIPMENT DISPOSALS	7,212.00	53,850.71	53,850.71
2	PERMIT FEES	29,396.50	30,000.00	35,500.00
2	OTHER	350.00	0.00	387.65
TOTAL REVENUES		6,022,759.25	5,454,944.25	6,036,167.86
TOTAL OTHER SOURCES		0.00	0.00	0.00
TOTAL REVENUES AND OTHER SOURCES		6,022,759.25	5,454,944.25	6,036,167.86

EXPENDITURES (AND OTHER USES)		AMOUNT		
DEPARTMENT OR CLASSIFICATION				
PAGE NO.	ACCOUNT DESCRIPTION	ESTIMATED PRIOR YEAR (12-31-04)	PREVIOUSLY APPROVED BUDGET	RECOMMENDED 12-31-05 BUDGET
3	HEAVY MAINTENANCE	1,886,212.78	1,712,358.09	2,165,759.27
3	REGULAR MAINTENANCE	2,886,863.17	2,195,000.00	2,637,637.06
3	TRUNKLINE MAINTENANCE-PRIMARY	394,057.28	380,000.00	472,108.08
3	ADMINISTRATIVE EXPENSE (NET)	430,372.76	254,250.00	279,929.98
3	EQUIPMENT EXPENSE (NET)	-93,107.51	60,000.00	44,946.74
3	CAPITAL OUTLAY (NET)	-84,535.91	205,985.86	224,244.23
3	DISTRIBUTIVE EXPENSE	0.00	780,000.00	0.00
3	OTHER	0.00	0.00	0.00
TOTAL EXPENDITURES		5,419,862.57	5,587,593.95	5,824,625.36
OTHER USES		0.00	0.00	0.00
AMOUNTS NEEDED FOR CONTINGENCIES		0.00	0.00	0.00
TOTAL EXPENDITURES AND OTHER USES		5,419,862.57	5,587,593.95	5,824,625.36

CURRENT ESTIMATED OPERATING SURPLUS (DEFICIT)	211,542.50
ACCUMULATED AVAILABLE UNAPPROPRIATED SURPLUS (DEFICIT) FROM PRIOR YEARS	1,832,141.88
PROJECTED SURPLUS AT END OF BUDGET YEAR	2,043,684.38

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

All present discussed:

- Possible 2006 Tomkins Road reconstruction, Wilson Township: Mr. Harmon noted required ditch work at Tomkins /Etcher Road intersection to solve wash and erosion problems.
- Michigan State Senator Jason Allen and Representative Kevin Elsenheimer voting in favor of road fund transfers to the Secretary of State.
- Mrs. Kondrat presented 2006 proposed beginning budget, explaining revenues include 2006 anticipated contributions and expenses include three reconstruction projects and equipment purchases – four tandem dump trucks and one motor grader (the motor grader has a trade-in through the guaranteed buy-back program – which Mr. Harmon suggests for future loader purchases). Mr. Harmon said joysticks controlling steering and blades have replaced grader consoles and steering wheels, and were preferred by all experienced test drivers. Commissioner Roloff asked if Beaver Island would receive a grader; Mr. Harmon said not before a new building because graders deteriorate if stored outside.

Commissioner Ogden moved to accept the Fiscal Year January 1 to December 31, 2006 Recommended Beginning Budget presented by the Clerk as follows, seconded by Commissioner Saunders.

Presented December 30, 2005 Shelley Kondrat, Clerk		2006 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, 2006					
REVENUES (AND OTHER SOURCES)		AMOUNT			
DEPARTMENT OR CLASSIFICATION					
PAGE NO.	ACCOUNT DESCRIPTION	ESTIMATED PRIOR YEAR (12-31-05)	PREVIOUSLY APPROVED BUDGET	RECOMMENDED 12-31- 05 06 BUDGET	
2	TRANSPORTATION	3,606,253.57	0.00	3,605,000.00	
2	FEDERAL & STATE REVENUE	1,358,467.39	0.00	0.00	
2	ECONOMIC DEVELOPMENT FUND	0.00	0.00	0.00	
2	TRUNKLINE MAINTENANCE-PRIMARY	472,108.08	0.00	400,000.00	
2	COUNTY RAISED REVENUE	462,201.41	0.00	1,250,000.00	
2	OTHER RAISED REVENUE	11,500.00	0.00	0.00	
2	INTEREST EARNED	34,390.00	0.00	33,900.00	
2	SALVAGE SALES	1,509.05	0.00	1,500.00	
2	GAIN/LOSS-EQUIPMENT DISPOSALS	53,850.71	0.00	100,000.00	
2	PERMIT FEES	35,500.00	0.00	35,000.00	
2	OTHER	387.65	0.00	250.00	
TOTAL REVENUES		6,036,167.86	0.00	5,425,650.00	
TOTAL OTHER SOURCES		0.00	0.00	0.00	
TOTAL REVENUES AND OTHER SOURCES		6,036,167.86	0.00	5,425,650.00	
EXPENDITURES (AND OTHER USES)		AMOUNT			
DEPARTMENT OR CLASSIFICATION					
PAGE NO.	ACCOUNT DESCRIPTION	ESTIMATED PRIOR YEAR (12-31-05)	PREVIOUSLY APPROVED BUDGET	RECOMMENDED 12-31-06 BUDGET	
3	HEAVY MAINTENANCE	2,165,759.27	0.00	1,105,500.00	
3	REGULAR MAINTENANCE	2,637,637.06	0.00	2,655,000.00	
3	TRUNKLINE MAINTENANCE-PRIMARY	472,108.08	0.00	400,000.00	
3	ADMINISTRATIVE EXPENSE (NET)	279,929.98	0.00	279,500.00	
3	EQUIPMENT EXPENSE (NET)	44,946.74	0.00	70,000.00	
3	CAPITAL OUTLAY (NET)	224,244.23	0.00	170,000.00	
3	DISTRIBUTIVE EXPENSE	0.00	0.00	805,000.00	
3	OTHER	0.00	0.00	0.00	
TOTAL EXPENDITURES		5,824,625.36	0.00	5,485,000.00	
OTHER USES		0.00	0.00	0.00	
AMOUNTS NEEDED FOR CONTINGENCIES		0.00	0.00	0.00	
TOTAL EXPENDITURES AND OTHER USES		5,824,625.36	0.00	5,485,000.00	
CURRENT ESTIMATED OPERATING SURPLUS (DEFICIT)				-59,350.00	
ACCUMULATED AVAILABLE UNAPPROPRIATED SURPLUS (DEFICIT) FROM PRIOR YEARS				0.00	
PROJECTED SURPLUS AT END OF BUDGET YEAR				-59,350.00	

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

Commissioner Reinhardt is pleased with Barber Road maintenance correction; otherwise he has received no complaints.

Commissioner Roloff:

- Asked if Beaver Island address signs are complete; Mr. Harmon said they are, including signs for Mr. McDonough and Mrs. Martin, which Beaver Island leadman Dave Adams corrected.
- Said 4410 Champerrret North resident (in Villa de Charlevoix) complained CCRC driver came to their residence requesting they move their cars. CCRC Boyne City road foreman Randy Thompson met with resident and found employees from this adult foster care home are parking in this narrow, shoulderless roadway, which hampers CCRC snow removal operations. Mr. Harmon is concerned emergency vehicles can't get through either, and suggested they park in neighboring "seasonal home" driveways. Mr. Harmon referred the problem to the Sheriff Department when the cars were parked in the roadway two days later.

Mr. Harmon:

- Reported Holy Island Bridge project has no funding cap. Next step is determining structure type, size and location for Lansing approval, followed by a **Grade Inspection (GI)** Meeting including Northwest Design Group (NDG), Department

of Environmental Quality (DEQ), Corps of Engineers, Michigan Department of Transportation (MDOT), Charlevoix County Road Commission (CCRC) and involved residents. Construction may be in 2007. Commissioner Saunders said area residents have criticized CCRC for spending that much money for such few people, but the bridge is being reconstructed using Critical Bridge Funds.

- Explained Critical Bridge Fund will be split between regions, which is advantageous to northern counties. Commissioner Saunders asked if Iron Bridge project is complete and inquired as to box culvert in Boyne City storage; Mr. Harmon said Iron Bridge deck is replaced, and Bingham Road culvert installation is awaiting legal lake level determination; Commissioner Reinhardt said Huffman Lake study is complete.

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

Mr. Harmon (continued):

- Presented Eveline Township supervisor John Vrondran written request to bid out Advance Road reconstruction project. Mr. Harmon explained contractors couldn't determine correct quantities on snow covered roads, but Mr. Vanek will prepare bid packets for immediate release upon spring thaw.
- And Charlevoix County Drain Commissioner Mark Seelye determined Main Street drainage correction, St. James Township. Materials are on Beaver Island, but property owner won't agree to installation. Mr. Harmon will direct Charlevoix County Prosecutor John Jarema to begin Civil Suit to obtain Charlevoix County Road Commission prescriptive easement, followed by installation.
- Said, after checking into bond, MichCon chose to postpone Marion Center Road work until spring 2006.

Commissioner Ogden presented 1939 document stating gas tax at ~~\$0.30~~ \$0.03 per gallon. Mr. Harmon noted Charlevoix County levied road construction ~~mileage~~ millage from the early ~~10~~-teens through the 1940's, approved by the Board of Supervisors, with residents being allowed to work on road construction projects to pay their taxes.

Commissioner Ogden moved to pay bills totaling \$125,322.18, seconded by Commissioner Saunders.

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

Chairman Way adjourned the meeting at 10:55 AM.

DECEMBER 12, 2005

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners Saunders and Ogden, County Commissioners Shirley Roloff and Ron Reinhardt, Patrick Harmon and James Vanek attended, along with Eveline Township residents Preston Parish & Bess Hall, and Petoskey News-Review reporter Fred Gray

Commissioner Saunders moved to approve November 28, 2005 regular meeting minutes with the following changes, seconded by Commissioner Ogden.

Page 2, line 81: change "in stalled" to "installed"
Page 2, line 82: change "pick-up" to "pick up"
Page 2, line 82: change "delivery" to "deliver"
Page 2, line 85: delete "recommended" and add "will" after CCRC

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

CHARLEVOIX COUNTY ROAD COMMISSION (POLICY #2005-3)

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

POLICY TITLE:
SOCIAL SECURITY NUMBER PRIVACY POLICY

INDEX NO: 2005-3
ADOPTED: Dec. 12, 2005

In the ordinary course of business, the Charlevoix County Road Commission obtains the Social Security Numbers (SSNs) of applicants and employees for identification and tax-related purposes. To the extent practicable, the road commission shall maintain the confidentiality of applicants' and employees' SSNs. The road commission will use SSNs as follows:

1. The road commission will use SSNs in the process of producing payroll, including any state or federal filing requirements, and, if required, for establishing, confirming the status of, servicing, amending, or terminating an

account, contract, policy, or employee benefit, or to confirm the Social Security number of an individual who has an account, contract, policy, or employee benefit.

2. The road commission may use an employee's SSN to perform background checks or to investigate an individual's claim, credit, criminal, or driving history.
3. The road commission may use an employee's SSN to detect, prevent, or deter identity theft or other crime.
4. The road commission may use an employee's SSN for any other administrative purpose related to employment.

Information or documents that contain SSNs shall be stored in a physically secure manner. Access to information or documents that contain applicants' and employees' SSNs shall be limited to the Manager, Clerk and Payroll Clerk.

All unlawful disclosure of applicants' and/or employees' SSNs is prohibited. No employee of the road commission shall unlawfully acquire, disclose, transfer, or use the SSN of an applicant or another employee. The road commission will not publicly display more than four (4) sequential digits of any SSN unless required in the course of processing state and federal reports for purposes of wage reporting. SSNs shall not be placed on identification cards, badges, time cards, employee rosters, bulletin boards, or any other materials or documents designed for public display.

Road commission documents containing an individual's SSN shall only be mailed to a person when state or federal law, rule, regulation, or court or rule authorizes, permits or requires that a SSN appear in the document or where the document is mailed at the request of the individual.

Documents containing SSNs that are sent through the mail shall not reveal the number through the envelope window, nor shall the number otherwise be visible from outside the envelope or package.

SSNs shall not be sent through e-mail unless the connection is secure or the number is encrypted. No individual shall be required to send his/her SSN through e-mail unless the connection is secure or the number is encrypted. SSNs shall not be stored on computers or other electronic devices that are not secured against unauthorized access.

Where a SSN is contained within a document subject to FOIA release, the SSN shall be redacted. Documents or other materials containing SSNs shall not be thrown away in the trash. They shall be discarded or destroyed only in a manner that protects their confidentiality, such as shredding.

Complaints concerning possible violation of this policy should be directed to the Manager. If the complaint is about the Manager, it should be directed to the Road Commission Board Chairperson. The recipient of the complaint and/or an appropriate designee will conduct an investigation. Any employee who is found to have violated this policy shall be subject to disciplinary action, up to and including discharge.

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

I certify this is a true Policy copy adopted by the Charlevoix County Road Commission Board at their December 12, 2005 regular meeting.

Shelley Kondrat, Clerk

Mr. Harmon presented Michigan Department of Transportation (MDOT) Holy Island Bridge application acceptance letter (Local Bridge program funding requires 5% local match). MDOT approved Mr. Harmon and Mr. Vanek request to fund project 100% with state funds, which doesn't require Michigan State Historic Preservation Office clearance letter for historic and archeological significance. Construction may not begin until 2007-construction season due to MDOT processing and bid letting (6-9 months).

Commissioner Ogden suggested Holy Island residents have input on structure type, though CCRC should encourage a durable, low maintenance design. Mr. Parish stated Holy Island residents most critical design aspect is re-establishing water flow in the "back bay". He will obtain resident bridge design preferences as proposed in June 2005 Northwest Design Group (NDG) "Holy Island Road over Lake Charlevoix Bridge Type, Size and Location Study" report. Commissioner Ogden said the structure type chosen might require additional expenses, which must be secure before project onset.

~~Commissioner's~~ Commissioners Reinhardt and Roloff said the Charlevoix County Board might purchase CCRC two new trucks in 2006 (matching CCRC purchases).

Commissioner Roloff

- Said shredded office paper can be placed in the newspaper-recycling bin.
- Confirmed Beaver Island address/road name signs are installed, except for one reorder. The GIS Director is currently preparing future township address sign updates.

Mr. Harmon

- Presented MichCon utility permit request to bore under Marion Center Road between Clark and Vernida Roads, Charlevoix Township. CCRC Policy 89-4 entitled "Work Within the Right-of-Way from November 15 to April 15" states "the applicant shall furnish a bond". The Board suggested contacting Michigan County Road Commission Self-Insurance Pool (MCRCSIP) for required bonding amount.
- Presented Matthews and Swanson lawsuit regarding old Wildwood Harbor Road right-of-way (ROW) abandonment off Shadow Trails, Section 12, Melrose Township. He suggested not opposing the lawsuit because Wildwood Harbor Road was relocated in the ~~1920's~~ 1950's without abandoning the old ROW.
- Received a Hyek Road abandonment petition, Section line of 17 & 20, Hayes Township. The applicant must first provide CCRC with a list of all affected property owners names and addresses.

Mr. Vanek presented 2005 Thumb Lake Road paving award from the Asphalt Paving Association of Michigan & MDOT; he and Mr. Harmon attended the banquet.

Mr. Gray questioned how 2007 emission standards affect CCRC truck purchases; the Board said new trucks will continue to be purchased.

Commissioner Ogden moved to transfer \$110,356.60 from the Equipment Fund to the General Fund to pay final installment for two new Peterbilt Single Axle Trucks (i.e. dump boxes, slide-in sanders and underbody scrapers), seconded by Commissioner Saunders.

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

Commissioner Way has received numerous complements on CCRC winter snowplowing performance.

Commissioner Saunders moved to pay bills totaling \$150,785.41, seconded by Commissioner Ogden.

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

Chairman Way adjourned the meeting at 10:40 AM

NOVEMBER 28, 2005

Chairman Way opened the meeting at 9:00 AM.

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

Commissioner Saunders moved to approve November 14, 2005 regular meeting minutes as presented, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to transfer \$31,733.25 from the Equipment Fund to the General Fund for 2006 HD Ford F-250 Crew Cab 4X4 Pickup Truck purchase, seconded by Commissioner Saunders.

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

Commissioner Ogden 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 Saunders.

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

Commissioner Ogden moved to change 9:00 AM December 26, 2005 regular meeting to 9:00 AM December 30, 2005 to allow year-end preparation, seconded by Commissioner Saunders.

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

Local Task Force Meeting (TEA21) is set for 7:00 PM Monday, December 12, 2005 at Boyne City Hall Auditorium.

Employee Christmas Luncheon will be at 12:00 noon on December 23, 2005 at either garage.

RESOLUTION TO DECERTIFY PART OF PADGETT ROAD (.30 MILES)

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

WHEREAS, the Charlevoix County Road Commission has jurisdiction of Padgett Road in Melrose Township;

AND WHEREAS, the Road Commission has analyzed public transportation requirements, and the following seasonal part of Padgett Road has an unstable surface consisting of wet natural earth soil which is not maintainable to provide convenient travel for normal vehicular traffic, and the subject road portion does not provide access to any dwellings; therefore, this Board determines it is in the best public interest to decertify the following part of Padgett Road:

Starting at the seasonal road sign and barricade on Padgett Road (both located .43 miles south of E. Bear River Road in Sections 1 & 2, Melrose Township, and continuing a distance of .30 miles south through the swamp to high ground and hardwoods which is the end of the decertified part, also barricaded).

THEREFORE, BE IT RESOLVED, this Board decertifies the above described road portion from the county road system effective Monday, November 28, 2005. This action to decertify does not imply any relinquishment of right-of-way; the Charlevoix County Road Commission hereby states that any and all right-of-way within the decertified road portion shall be retained for Road Commission use.

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, and to the Melrose Township Supervisor and Clerk.

Resolution adopted by the following vote:

YEAS: Saunders, Way, Ogden
NAYS: None.

I certify this to be a true **RESOLUTION** copy made and adopted at the Charlevoix County Board of Road Commissioners November 28, 2005 regular meeting.

Shelley Kondrat, Clerk

NOTE: For further background information regarding Padgett Road decertification, see November 14, 2005 CCRC Meeting Minutes, Page 2, lines 57 through 63.

Mr. Harmon:

- Informed all present CCRC has been selected to receive a 2005 Asphalt Pavement Association of Michigan-MDOT Asphalt Paving Award of Excellence for Thumb Lake Road Project, along with H&D, Inc. and Northwest Design Group. Mr. Harmon and Mr. Vanek will attend the banquet and accept the recognition plaque.
- Said new Ford pickup truck and two new Peterbilt single-axle trucks are here. He explained the Peterbilt trucks are complete other than the automatic greasers, which must be ~~in-stalled~~ installed at their Wisconsin factory. Peterbilt will ~~pick-up~~ pick up the trucks, install the greasers and delivery them back to CCRC Boyne City garage within 3-5 days. The Board would like them installed as soon as possible.
- Said the Charlevoix County Board rescinded their "No Smoking Policy" and ~~recommended~~ CCRC will do the same.

Commissioner Ogden moved to rescind Policy #2005-2 entitled "No Smoking Policy" implemented July 25, 2005, seconded by Commissioner Saunders.

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

Mrs. Kondrat cited the low general fund balance; adding MDOT annual snow check and October 2005 MTF check will arrive in early December. She suggested borrowing \$124,740 (Sutliff Pit manufactured gravel expense) from another fund if required to pay bills.

Commissioner Ogden directed Mr. Vanek to contact county surveyor prior to paving projects to verify monument boxes are installed at all survey marker points.

Commissioner Ogden moved to pay bills totaling \$105,548.93 (the Board directed the clerk to hold bills until funds are available), seconded by Commissioner Saunders.

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

Chairman Way adjourned the meeting at 10:55 AM.

NOVEMBER 14, 2005

Chairman Way opened the meeting at 9:00 AM.

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

Commissioner Saunders moved to approve October 24, 2005 regular meeting minutes as presented, seconded by Commissioner Ogden.

➤ 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 Saunders.

Evangeline Township – October 19, 2005:

Page 1, line 4: add "(Chairman Way had a conflicting meeting and didn't arrive until 6:50 PM)."

Page 1, lines 8, 10 and 33: change "mileage" to "millage"

Page 1, line 27: change "concrete" to "asphalt"

Page 2, line 12: change "7:00 PM" to "6:50 PM"

Page 2 line 17: change "Doug Way, Chairman" to "Wayne Saunders, Vice-Chairman"

Marion Township – October 19, 2005; accepted as presented.

South Arm Township – October 24, 2005:

Page 2, line 8: change "employees," to "drivers,"

Page 2, line 10: change "has" to "have"

Hudson Township – October 24, 2005:

Page 2, line 78: change "mileage" to "millage"

Page 2, line 79: change "requests." to "recommendations."

Bay Township – October 26, 2005; accepted as presented.

Chandler Township – October 26, 2005:

Page 1, line 5: change "Howard and clerk Myron Matz, Sam Strong." to "Howard, clerk Myron Matz and trustee Sam Strong."

Page 1, line 9: add "during winter months" after "town hall"

Page 1, line 10: change "mileage may be required for operating costs." to "millage may be required to continue operating."

Page 1, line 37: add "for damage to his son's vehicle" after "paid"

Boyne Valley Township – October 26, 2005:

Page 1, line 12: remove "Mr. Harmon said if the contractor agrees, but CCRC could not do until prior township gravel commitments are complete."

Page 2, line 46: change "operators, adding" to "operators; Commissioner Saunders added"

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

Commissioner Ogden moved to transfer \$25,157.80 from the Construction Fund to the General Fund for Anderson Road crossing Porter Creek project, seconded by Commissioner Saunders.

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

Mr. Harmon:

- Presented Sheriff Lasater written request to respond to Dave and Sue Heckman complaint letter regarding vehicles getting stuck in mud hole on seasonal Padgett Road and coming to their door late at night. Mr. Harmon, Mr. Vanek and zoning administrator Randy Frykberg viewed seasonal Padgett Road problem area through swamp, where vehicles are getting stuck in deep mud hole. Mr. Harmon suggested decertifying road portion and placing a partial barricade to deny access to full sized vehicles, but would allow motorcycles and snowmobiles access.
- Presented Boss Dairy Farms request to widen all-season Flagg Road from 17-feet to a minimum 21-feet/maximum 23-feet (between Slough Road and Sequanota Road) to allow wide agricultural equipment access to farmland. Mr. Harmon and the Board agree widening would improve safety; property owner approval will be acquired.
- Presented Village of Boyne Falls request to borrow a snowplow this winter, with the option to buy; all present approved.
- Presented Senator Allen and Representative Elsenheimer letters supporting HB 4315, 4316 & 4317 proposal increasing county road commissioners from the current three members to five; they are currently awaiting House of Representatives approval.
- Reported CCRC truck driver Bob Hammerberg rescinded his retirement, and has returned to work.

Commissioner Roloff asked if all St. James Township numbering signs are installed. Mr. Harmon said yes, but CCRC leadman Dave Adams may have to relocate one.

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

Mr. Harmon and Mrs. Kondrat presented UnumProvident Insurance Disability and Life and Accidental Death and Dismemberment (AD&D) information. Board action is postponed until employee health histories are reviewed.

10:30 AM opened used equipment bids (#029 dump truck, #300 sander & #529 underbody):

<u>BIDDER:</u>	<u>AMOUNT:</u>
Stephanie Goodrich (Boyne Falls)	\$2,025.00

Mr. Harmon noted bid specifications required \$2,500 minimum bid and recommended equipment be kept in cold storage for parts.

Commissioner Ogden moved to reject used equipment bids, seconded by Commissioner Saunders.

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

Mr. Vanek:

- Presented Advance Road estimates (Eveline Township and South Arm Township), explaining H&D, Inc. representative viewed the project and assisted with quantities and prices. 2006 costs cannot be projected so current prices were used. Eveline Township will do their portion in 2006; South Arm Township will not. Commissioner Ogden will review future estimates prior to township delivery.
- Presented 2005 final construction status report. All projects are complete except a few gravel projects, which will be done in 2006.

Commissioner Ogden moved to pay bills totaling \$267,091.39, seconded by Commissioner Saunders.

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

Chairman Way adjourned the meeting at 10:55 AM.

OCTOBER 24, 2005

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners Saunders and Ogden, County Commissioner Ron Reinhardt, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with H&D, Inc. representative Tom Fryczynski and Petoskey News-Review reporter Fred Gray.

Commissioner Saunders moved to approve October 12, 2005 regular meeting minutes with the following corrections, seconded by Commissioner Ogden.

- Page 1, line 6: change "12" to "26"
- Page 1, line 11: change ", do to" to ", due to"
- Page 2, line 46: change "year" to "years"
- Page 2, line 56: add "Oakland's experience with" between "about" and "their"

➤ 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 Saunders.

Charlevoix Township – October 17, 2005:

- Page 1, line 26: change "on-sight" to "on-site"
- Page 1, line 30: change "with" to "if"

Hayes Township – October 17, 2005:

- Page 1, line 24: add "gravel road" between "Requested" and "intersection"
- Page 1, line 28: change "due to" to "due at"
- Page 1, line 32: change "owner's" to "owners"
- Page 1, line 44: delete "and the general public feels the funds should go back into tourism." and add "because the funds can't legally be spent on roads."
- Page 1, line 45: change "suggests" to "recommends"
- Page 1, line 46: add "operating funds held in reserve." to end of paragraph.

Melrose Township – October 17, 2005:

- Page 1, line 12: delete "dictate new roads" and add "can require some road improvements"
- Page 1, line 40: change "Feels road with gravel addition" to "Feels recently improved gravel roads"

Wilson Township – October 18, 2005:

- Page 1, line 12: change "24' width" to "24'-25' width"
- Page 1, line 20: change "Mr. Vanek as" to "Mr. Vanek asked"
- Page 1, line 27: change "Anders" to "Anderson"
- Page 1, line 31: change "Charlevoix Commissioner" to "Charlevoix County Commissioner"

Eveline Township – October 18, 2005:

- Page 1, lines 9, 15&28: change "Olstrum" to "Olstrom"
- Page 1, line 44: add "for minor drainage corrections, tree removal and gravel addition" between "estimate" and "was"
- Page 1, line 49: change "Society has a "Bridge Park" for public display and may be interested in restoring the present bridge." to "Society may be interested in restoring the present bridge to display in their "Bridge Park"."

Norwood Township – October 18, 2005:

- Page 1, line 4: remove ", " after "Township"
- Page 1, line 22: change "cut mature maple tree down" to "cut the mature maple tree"

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

Mr. Harmon stated Norwood Township is holding a special meeting tonight regarding proposed Norwood Road gravel pit. They are concerned increased heavy truck traffic will damage roadway and requested a written statement explaining who would be responsible for repairs. The Board instructed Mr. Harmon to correspond the Road Commission would maintain the road within available means.

Commissioner Ogden moved to adopt the amended budget as presented, seconded by Commission Saunders:

Presented October 24, 2005 Shelley Kondrat, Clerk		2005 AMENDED 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)		AMOUNT		
DEPARTMENT OR CLASSIFICATION				
PAGE NO.	ACCOUNT DESCRIPTION	ESTIMATED PRIOR YEAR (12-31-04)	PREVIOUSLY APPROVED BUDGET	RECOMMENDED 12-31-05 BUDGET
2	TRANSPORTATION	3,395,620.99	3,120,000.00	3,120,000.00
2	FEDERAL & STATE REVENUE	152,749.59	1,357,826.16	1,357,826.16
2	ECONOMIC DEVELOPMENT FUND	0.00	0.00	0.00
2	TRUNKLINE MAINTENANCE-PRIMARY	394,057.28	380,000.00	380,000.00
2	COUNTY RAISED REVENUE	1,853,831.56	476,417.38	476,417.38
2	OTHER RAISED REVENUE	174,387.63	0.00	0.00
2	INTEREST EARNED	13,070.01	20,000.00	35,350.00
2	SALVAGE SALES	2,083.69	1,500.00	1,500.00
2	GAIN/LOSS-EQUIPMENT DISPOSALS	7,212.00	53,850.71	53,850.71
2	PERMIT FEES	29,396.50	25,000.00	30,000.00
2	OTHER	350.00	315.78	0.00
TOTAL REVENUES		6,022,759.25	5,434,910.03	5,454,944.25
TOTAL OTHER SOURCES		0.00	0.00	0.00
TOTAL REVENUES AND OTHER SOURCES		6,022,759.25	5,434,910.03	5,454,944.25
EXPENDITURES (AND OTHER USES)		AMOUNT		
DEPARTMENT OR CLASSIFICATION				
PAGE NO.	ACCOUNT DESCRIPTION	ESTIMATED PRIOR YEAR (12-31-04)	PREVIOUSLY APPROVED BUDGET	RECOMMENDED 12-31-05 BUDGET
3	HEAVY MAINTENANCE	1,886,212.78	1,695,472.73	1,712,358.09
3	REGULAR MAINTENANCE	2,886,863.17	2,675,000.00	2,195,000.00
3	TRUNKLINE MAINTENANCE-PRIMARY	394,057.28	380,000.00	380,000.00
3	ADMINISTRATIVE EXPENSE (NET)	430,372.76	253,500.00	254,250.00
3	EQUIPMENT EXPENSE (NET)	-93,107.51	-150,000.00	60,000.00
3	CAPITAL OUTLAY (NET)	290,341.88	160,000.00	205,985.86
3	DISTRIBUTIVE EXPENSE	0.00	760,000.00	780,000.00
3	OTHER	0.00	0.00	0.00
TOTAL EXPENDITURES		5,794,740.36	5,776,972.73	5,587,593.95
OTHER USES		0.00	0.00	0.00
AMOUNTS NEEDED FOR CONTINGENCIES		0.00	0.00	0.00
TOTAL EXPENDITURES AND OTHER USES		5,794,740.36	5,776,972.73	5,587,593.95
CURRENT ESTIMATED OPERATING SURPLUS (DEFICIT)				-132,649.70
ACCUMULATED AVAILABLE UNAPPROPRIATED SURPLUS (DEFICIT) FROM PRIOR YEARS				1,832,141.88
PROJECTED SURPLUS AT END OF BUDGET YEAR				1,699,492.18

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

Commissioner Ogden moved to transfer \$16,500.00 from the Equipment Fund to the General Fund to purchase used work-ready M65 Fiat-Allis Grader/Shoulder Maintainer from Otsego County Road Commission, seconded by Commissioner Saunders.

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

Mr. Harmon presented Little Traverse Bay Band of Odawa Indians agreement and explained federal road funding to Commissioner Reinhardt.

Commissioner Ogden moved to authorize the manager to sign the “Memorandum of Agreement – MOA” submitted by the Little Traverse Bay Band of Odawa Indians, seconded by Commissioner Saunders.

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

Recessed at 10:05 AM. Resumed at 10:30 AM.

10:30 AM opened Old Mackinaw Trail Realignment bids.

CONTRACTOR:	TOTAL BID:
H&D, Inc.:	\$39,262.40
MDC Contracting:	\$57,848.00
Tri-County Excavating:	\$57,866.00

Mr. Vanek will present bid tabulations at the joint Road Commission/Township meeting October 26, 2005.

Commissioner Saunders moved to open bids for the sale of our used equipment (#029, #300 & #529) at 10:30 AM November 14, 2005, seconded by Commissioner Ogden.

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

Mr. Harmon:

- Requested permission to acquire survey and topography for Lake Shore Road, Norwood Township. The Board directed him to get Norwood Township letter of intent first.
- Informed all present MDC Contracting completed Sutliff Pit gravel manufacturing; the material was within specifications.
- Explained new trucks purchased after January 01, 2007 will have to meet a higher level of emission standards set forth by the Federal Government. He suggested purchasing as many trucks as possible in 2006 to avoid maintenance issues and higher costs (+\$4,000-\$8,000). Commissioner Reinhardt will discuss this issue with the Charlevoix County Board of Commissioners.

Commissioner Reinhardt thanked Commissioner Ogden for discussing Barber Road hill issues at Wilson Township annual meeting.

Mr. Gray noted Charlevoix County Sheriff Lasater is not satisfied with the Boyne City-Charlevoix Road/US31 intersection improvement. Mr. Harmon explained the road was engineered to Federal Highway and MDOT standards.

Commissioner Ogden moved to transfer \$9,194.40 from the Equipment Fund to the General Fund for one-way plow purchases (units 659 and 660), seconded by Commissioner Saunders.

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

Commissioner Saunders moved to transfer \$43,965.91 from the Preventive Surface Maintenance Fund to the General Fund for Barnard Road overband crack seal project, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to transfer \$11,889.45 from the Construction Fund to the General Fund for Anderson Road crossing Porter Creek project, seconded by Commissioner Saunders.

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

Commissioner Ogden moved to pay bills totaling \$382,343.86, seconded by Commissioner Saunders.

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

Chairman Way adjourned the meeting at 11:50 AM.

OCTOBER 12, 2005

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners Saunders and Ogden, and Patrick Harmon attended, along with Wayne Boss (to speak with Mr. Harmon after the meeting).

Commissioner Ogden moved to approve September ~~42~~ 26, 2005 regular meeting minutes with the following corrections, seconded by Commissioner Saunders.

- Page 1, line 28: change “ditches filling” to “filling ditches”
- Page 3, line 120: change “Marion” to “Eveline”
- Page 3, line 129: add “, ~~de~~ due to Ogden’s concern that the project is somewhat under designed”
- Page 3, line 134: change “Barnard Road” to “Klooster Road”

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

Proposed budget amendment postponed until October 24, 2005 when clerk is present.

All present discussed Michigan Chloride Sales, Inc. correspondence and increased fuel prices possibly affecting brine prices next year. Mr. Harmon feels all materials will be affected by fuel surcharges.

Commissioner Saunders moved to open Old Mackinaw Trail Realignment bids (Boyne Valley Township) at 10:30 AM October 24, 2005, seconded by Commissioner Ogden.

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

Mr. Harmon:

- Said Scodeller Construction completed Barnard Road crack seal, exceeding total lineal footage bid for all county road crack fill projects. Mr. Harmon discontinued the balance of the crack seal projects, due to budget restraints. Mr. Harmon suggested re-bidding remaining roads (as lump sum projects), along with Barnard Road chip seal early next spring.
- Due to decreased income and increased fuel prices, the Asphalt Share Policy may not be feasible in 2006.
- Presented Melrose Township road committee correspondence requesting fund/grant money to reconstruct River Road, Shadow Trails Road and Bear River Road.
- Presented county energy audit:
 1. Heat-wise, Boyne City garage is as energy-efficient as possible due to newer heating/air conditioning system, insulation and roof installation.
 2. Truck storage area and shop area lighting should be upgraded. Truck storage area improvement estimate is \$5,400, payback is 2.5-years. Shop area improvement estimate is \$2,700, payback is 3.1-years.
 3. Wall and window insulation is recommended. Improvement estimate is \$9,250, payback is 21-years.
 4. Garage front and back employee entrance vestibules should be added. Improvement estimate is \$512, payback is 4.7-years.
- Said Otsego County Road Commission is selling a used, work-ready Fiat-Allis Grader/Shoulder maintainer in good condition for \$18,000; new is \$100,000 plus \$15,000 for the windrow attachment. Commissioner Ogden suggested Mr. Harmon talk with Oakland CRC fleet manager Russ Curl about **Oakland's experience with** their M65 Fiat-Allis Grader/Shoulder maintainer.
- Presented engineers construction status report:
 1. Boyne City-Charlevoix/US31 intersection project will be completed today.
 2. Gennett Road (Norwood Township), West Road (Bay Township), and Anderson Road crossing Porter Creek (Wilson Township) projects are complete.
 3. Applied Pavement Markings LLC (APM) started Brock Road (Eveline Township) crack-seal but their wand broke; they will finish when new wand is received.
 4. Several gravel projects will be carried over to 2006 due to weather.
- Suggested purchasing a screening plant with a stacker to produce own ice control sand and stone for gravel production, and screening black dirt and pitrun gravel.

Commissioner Way asked if there is any used equipment CCRC plans to sell. Mr. Harmon said 1-5yd dump truck with underbody and slide-in sander (truck #029).

Commissioner Saunders moved to pay bills totaling \$130,117.78, seconded by Commissioner Ogden.

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

Chairman Way adjourned the meeting at 11:40 AM.

SEPTEMBER 26, 2005

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

Chairman Way, Commissioners Saunders and Ogden, County Commissioner Ron Reinhardt, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Drenth Brothers representative Jake Drenth, Petoskey News-Review Reporter Fred Gray and CCRC purchasing agent Ken Howard.

Commissioner Saunders moved to approve September 12, 2005 regular meeting minutes with the following corrections, seconded by Commissioner Ogden.

- Page 1, line 19: change "loosing" to "losing"
- Page 2, line 103: change "CONTRACTOR:" to "VENDOR:"
- Page 3, line 114: add "contingent upon MDOT approval" after "(\$35,633.75)"

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

Commissioner Ogden moved to award 2006 HD 4WD Crew Cab Pick-up Truck bid to Bob Mathers Ford (\$31,733.25 – Ford F-250), low bidder meeting specifications, seconded by Commissioner Saunders.

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

Mr. Harmon said Old Mackinaw Trail is located within CCRC right-of-way but isn't on the section line, as are several roads in Charlevoix County. Boyne Valley Township requested road relocation at their expense. Mrs. Kondrat said under GASB34 regulations the project would be considered one-half preservation-structural improvements (or maintenance) and one-half new construction. The Board instructed Mr. Harmon to inform Boyne Valley Township Board the road must be built to current CCRC specifications.

Commissioner Reinhardt is going to request Wilson Township pave Barber Road hill (approximately 28' wide by 800' long). Mr. Harmon said the project would include filling ditches filling, full width pavement, tip-up curb, & spillways.

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

**UNIFORM RESOLUTION FOR ADOPTING BENEFIT
PROGRAM "E" INCREASE TO BE EFFECTIVE
ON ADJUSTMENT DATE JANUARY 1, 2006**

**Must be filed with MERS by November 16, 2005,
to be effective for Calendar 2006**

Note: Numbers 1 and 2 must be completed.

1. As authorized by Section 20 of the MERS Plan Document as revised the **CHARLEVOIX COUNTY ROAD**

(Participating Municipality)

COMMISSION 1501 adopts for the following (circle **only** A or B):
(Municipality No.)

A. All retirees and beneficiaries.

or

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

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

A. **Traditional E** (For all who retired on or before December 31, 2005, 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 – 3 Nays – 0 Motion carried.

I certify this is a true Resolution copy adopted at the SEPTEMBER 26, 2005 CHARLEVOIX COUNTY ROAD
Governing Body
COMMISSION BOARD regular meeting.

Dated: SEPTEMBER 26, 2005

Signature of Authorized Official

Clerk

Title

Mr. Howard explained Ironton garage roof repair requirements. The Board directed him to write bid specifications with input from Mr. Harmon, Mr. Vanek and local contractor(s).

Mr. Harmon:

- Explained CCRC Attorney Joel Wurster will report after meeting with Mrs. Diesenroth to discuss Townhall Road relocation offer, Hudson Township.
- Said Boyne City street superintendent Denny Jason requested CCRC correct Marshall Road drainage problem from Trapper Woods subdivision to Anderson Road. Mr. Harmon and Mr. Vanek will prepare cost estimate.
- Said HS4082 passed the Senate last week (22-16), diverting \$10.5 million in 2005 and \$10.9 million in 2006 from Michigan Transportation Funds (MTF) to the Secretary of State (SOS). According to fiscal experts, SOS future budgets will increase \$5-7 million annually.
- The DNR will accept ORV operator comments until October 15, 2005 on new "Draft Comprehensive Plan for Management of Off Road Vehicles".

10:30 AM opened Ironton garage winter ice control sand bids.

<u>CONTRACTOR:</u>	<u>QUANTITY:</u>	<u>UNIT PRICE:</u>	<u>TOTAL BID:</u>
Hilltop, Inc.	4,500 tons	\$4.63/ton	\$20,835.00
H&D, Inc.	4,500 tons	\$4.74/ton	\$21,330.00
Drenth Brothers	4,500 tons	\$4.85/ton	\$21,825.00
Sackrider Construction	4,500 tons	\$6.50/ton	\$29,250.00

Recessed at 10:35 AM; resumed at 10:45 AM.

Commissioner Saunders moved to award 4,500 tons winter ice control sand stockpiled at Ironton garage to low bidder Hilltop, Inc. (\$20,835.00) contingent on contractor meeting with CCRC manager and staff engineer to establish all CCRC procedural and testing requirements are met, seconded by Commissioner Ogden.

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

Mr. Vanek:

- Said Boyne City-Charlevoix Road/US31 intersection improvement project will be paved this week, weather permitting.
- Said ~~Marion~~ **Eveline** Township would like Brock Road, Ranney Road and Washington Street crack fill project awarded to Applied Pavement Markings (APM).

Commissioner Ogden moved to award Brock Road, Ranney Road and Washington Street crack fill project to low bidder APM (\$5,246.55), seconded by Commissioner Saunders.

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

Commissioner Ogden:

- Reminded Mr. Vanek to include longitudinal wedging asphalt quantity in Advance-East Jordan Road wedging and widening estimate.

- Asked Mr. Vanek to keep detailed individual daily reports on US131-M75 intersection improvements, ~~due~~ due to Ogden's concern that the project is somewhat under designed.

Commissioner Saunders:

- Noted Barnard Road crack seal isn't done. Mr. Vanek said the completion date is September 30, 2005, after which (the contractor knows) liquidated damages will begin.
- Said ~~Barnard~~ Klooster Road at the Barnard Church driveway washes out after each rain; Mr. Harmon will have Afton stone placed.

Chairman Way:

- Asked when Gennett Road project would begin; Mr. Vanek said crushing will begin September 28, 2005.
- Said the "Way family" will volunteer to mow the US31 bike path again in 2006.

Commissioner Ogden moved to pay bills totaling \$126,356.10, seconded by Commissioner Saunders.

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

Commissioner Ogden moved to pay bills totaling \$38,011.80, seconded by Commissioner Saunders.

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

Commissioner Ogden moved to pay bills totaling \$89,092.35, seconded by Commissioner Saunders.

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

Chairman Way adjourned the meeting at 11:25 AM.

SEPTEMBER 12, 2005

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

Chairman Way, Commissioners Saunders and Ogden, County Commissioners Shirley Roloff and Ron Reinhardt, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Banks Township trustee Tom Mann, Bergman Marina owner Doug Bergman, H&D, Inc. representative Vince Carpenter and Petoskey News-Review Reporter Fred Gray.

Commissioner Saunders moved to approve August 22, 2005 regular meeting minutes with the following corrections, seconded by Commissioner Ogden.

Page 1, line 5: add "snowmobile trail" before "groomer"

Page 3, line 119: change "mostly" to "most"

Page 4, line 132: change "exhibit" to "demonstration"

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

Mr. Mann thanked all present for assisting in proposed endeavor to upgrade Ellsworth Road to a state trunkline (from M66 to US31) to improve traffic flow. He presented proposed motion for CCRC, and explained the process has just begun. The Board questioned if ~~losing~~ losing primary road mileage would negatively affect CCRC's Michigan Transportation Funds (MTF).

SUPPORT RESOLUTION M-32 EXTENSION

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

WHEREAS, M-32's eastern terminus is near the shoreline of Lake Huron at the intersection of US-23 in Alpena; and

WHEREAS, M-32's western terminus is at the intersection of M-66 causing it to fall short of the shoreline of Lake Michigan by merely 11 miles; and

WHEREAS, establishing M-32 as a true cross-peninsular state highway through Charlevoix and Antrim counties would provide a more direct, efficient, and convenient route for county residents, visitors, and business interests, and

WHEREAS, establishing M-32 as a true cross-peninsular state highway would designate infrastructure necessary for enhanced economic development, efficient transportation, and improved commerce within the county, and

WHEREAS, the most direct and efficient route for extension of M-32 beyond M-66 would extend westerly on County Road 48 (East Jordan/Ellsworth Road) through the Village of Ellsworth, and continue westward on County Road 48 (Ellsworth/Atwood Road) to US-31.

NOW, THEREFORE, BE IT RESOLVED that the Charlevoix County Road Commission Board hereby supports extending Michigan Route 32, commonly known as M-32, as a cross-peninsular state highway between US-23 and US-31.

Resolution adopted by the following voice vote:

AYES – Saunders, Way, Ogden
NAYS – None

I certify this is a true Resolution copy adopted at the September 12, 2005 Charlevoix County Road Commission Board regular meeting.

Shelley Kondrat, Clerk

Mr. Bergman questioned why culverts weren't moved to his suggested location during the Boyne City-Charlevoix Road/US31 North intersection improvement project. Mr. Harmon will investigate and contact Mr. Bergman.

Commissioner Roloff requested address sign update. Mr. Harmon said signs are on Beaver Island and CCRC leadman Dave Adams will contact St. James Township supervisor Don Vyse regarding volunteers and installation. Mr. Harmon will schedule instructional meeting September 28 or 29, 2005 on Beaver Island; Commissioner Roloff will attend. Mr. Harmon asked Commissioner Roloff who is responsible for stolen address signs. Signs are very expensive and CCRC cannot absorb costs. Commissioner Roloff will investigate and report.

Commissioner Saunders moved to open 4,500 tons winter ice control sand bids (stockpiled at Ironton garage) at 10:30 AM September 26, 2005, seconded by Commissioner Ogden.

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

Mr. Harmon:

- Presented MDOT correspondence accepting 2005-certification map.
- Presented MDC Contracting, LLC proposal to produce ice control sand during 23A-gravel production at Sutliff Pit. All present approved, agreeing cost shall not exceed \$15,000.
- Received Norwood Township supervisor Wayne Wynkoop correspondence accepting H&D, Inc. Gennett Road reconstruction bid.
- Presented County Road Association Self-Insurance Fund plaque for 2005 "No Lost Time" accidents, explaining CCRC modification factor is \$0.719 per dollar of insurance coverage.
- Said CCRC attorney Joel Wurster is drafting road right-of-way exchange proposal letter to Hudson Township resident Sharon Diesenroth.

Commissioner Ogden moved to award Gennett Road reconstruction bid to low bidder H&D, Inc. (\$33,385), seconded by Commissioner Saunders.

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

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

10:30 AM opened Eveline Township crack seal, US-131/M75 North Right Turn Lane Improvements, and 2006 HD 4X4 Pick-up Truck bids:

Eveline Township crack seal:	<u>CONTRACTOR:</u> Applied Pavement Markings, LLC Scodeller Construction	<u>BID AMOUNT:</u> \$ 5,246.00 \$18,144.00	
US-131/M75 North Right Turn Lane Improvements:	<u>CONTRACTOR:</u> H&D, Inc. Tri-County Excavating	<u>BID AMOUNT:</u> \$35,633.75 \$50,489.50	
2006 HD 4X4 Pick-up Truck:	<u>CONTRACTOR:</u> <u>VENDOR:</u> Wernig & Jones (Cheboygan)	<u>BID AMOUNT:</u> \$29,933.00	<u>DESCRIPTION:</u> 2006 HD GMC Sierra 2500 Short Box, Crew Cab 4X4
	Jim Wernig, Inc. (Gaylord)	\$29,933.00	2006 HD Chevrolet 2500 Short Box Crew Cab 4X4
	Dave Kring (Petoskey)	\$30,565.00	2006 HD Chevrolet ¾ Ton, Crew Cab 4X4
	Bob Mathers Ford (Boyne City)	\$31,733.25	2006 HD Ford F-250 Crew Cab 4X4

Commissioner Ogden moved to award US-131/M75 North Right-Turn Lane Improvements bid to low bidder H&D, Inc. (\$35,633.75) **contingent upon MDOT approval**, seconded by Commissioner Saunders (completion date: October 31, 2005).

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

Mr. Gray said Emmet CRC is hosting a special meeting at 7:00 PM September 27, 2005 at Little Traverse Township Hall. A state police officer will explain speed limit implementation.

Mrs. Kondrat explained CCRC must comply with GASB 43 & 45 (OPEB) regarding employer benefit liability requirements. The first step is obtaining an actuarial, which was discussed at last weeks Finance and Human Resource Meeting and, upon taking bids, other road commission clerks concurred Michigan Employees Retirement System (MERS) offered the least expensive actuarial.

Commissioner Saunders moved to authorize the clerk to obtain required OPEB actuarial from MERS, seconded by Commissioner Ogden.

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

Commissioner Ogden:

- Instructed Mr. Harmon to keep year-end handout information file throughout the year (i.e. CRASIF safety plaque; three-week rainy season caused major washouts after long drought).
- At next 37th District Meeting, would like to recommend the County Road Association of Michigan (CRAM) change their policy requesting road fuel tax increase. Suggestion: keep/delete present road fuel tax and add sales tax designated completely to roads.

Commissioner Saunders:

- Requested Barnard Road crack seal update; Mr. Harmon said completion date is September 30, 2005.
- At September 09, 2005 Northern Commissioners Annual meeting, CRAM representative John Niemela said Michigan Transportation Funds (MTF) would be reduced due to recent fuel price increase. Commissioner Saunders feels caution should be taken when the Board considers implementing the Township Asphalt Share Policy in 2006.
- Noted each year-end CCRC must transfer the full 30% allowable from primary road funds to local road funds to balance the budget. He feels relinquishing primary Ellsworth Road to MDOT may interfere with available funds for year-end balance transfer.

Commissioner Way:

- Forwarded call to Mr. Harmon regarding Pine Point riparian rights. Mr. Harmon said the Corps of Engineers gave permits giving Beach Drive residents riparian rights. In prior years all Pine Point residents had waterfront access. With permits, Beach Drive residents are denying back lot landowners lake access. In actuality, CCRC owns road right-of-way and riparian rights.
- Said tree branch hanging over M66 in Ironton is quite dangerous; Mr. Harmon will direct foreman to investigate.

- Received calls complaining CCRC is wasting money because their pick-up with warning lights is following the CCRC mower. Mr. Harmon said this is done on main roads (after several near misses) to warn motorists to be more cautious.

Commissioner Ogden moved to pay bills totaling \$56,682.90, seconded by Commissioner Saunders.

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

Chairman Way adjourned the meeting at 11:40 AM.

AUGUST 22, 2005

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

Chairman Way, Commissioners Saunders and Ogden, County Commissioners Shirley Roloff and Ron Reinhardt, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Chandler Township supervisor Dennis Howard, snowmobile trail groomer driver Rod Richardson, Jordan Valley Trails representative Jim Barber, Charlevoix Snowmobile Club & Jordan Valley Trails representative Scott Way, Tri-County Excavating representative Phil Vandermus, H&D representative Vince Carpenter, Payne & Dolan representative Roger Perttu and Petoskey News-Review Reporter Fred Gray.

Commissioner Saunders moved to approve August 08, 2005 regular meeting minutes with the following corrections, seconded by Commissioner Ogden.

Page 1, line 34: change “ton” to “tons”

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

Commissioner Ogden moved to transfer \$41,755.48 from the Equipment Fund to the General Fund for 2005 blade purchase (secured at March 14, 2005 regular Board meeting), seconded by Commissioner Saunders.

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

Commissioner Ogden moved to change 9:00 AM regular October 10, 2005 meeting to 9:00 AM October 12, 2005 to observe Columbus Day, seconded by Commissioner Saunders.

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

2005 Annual Township Meetings will be held at 6PM, 7PM & 8PM October 17, 18, 19, 24 & 26, 2005.

Commissioner Ogden moved to adopt the amended budget as presented, seconded by Commission Saunders:

Presented August 22, 2005 Shelley Kondrat, Clerk		2005 AMENDED 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: 12-31-05	
FISCAL YEAR JANUARY 1 TO DECEMBER 31, 2005					
REVENUES (AND OTHER SOURCES)		AMOUNT			
DEPARTMENT OR CLASSIFICATION					
PAGE NO.	ACCOUNT DESCRIPTION	ESTIMATED PRIOR YEAR (12-31-04)	PREVIOUSLY APPROVED BUDGET	RECOMMENDED 12-31-05 BUDGET	
2	TRANSPORTATION	3,395,620.99	3,120,000.00	3,120,000.00	
2	FEDERAL & STATE REVENUE	152,749.59	1,165,938.00	1,357,826.16	
2	ECONOMIC DEVELOPMENT FUND	0.00	0.00	0.00	
2	TRUNKLINE MAINTENANCE-PRIMARY	394,057.28	380,000.00	380,000.00	
2	COUNTY RAISED REVENUE	1,853,831.56	800,000.00	476,417.38	
2	OTHER RAISED REVENUE	174,387.63	0.00	0.00	
2	INTEREST EARNED	13,070.01	20,000.00	20,000.00	
2	SALVAGE SALES	2,083.69	1,500.00	1,500.00	
2	GAIN/LOSS-EQUIPMENT DISPOSALS	7,212.00	53,850.71	53,850.71	
2	PERMIT FEES	29,396.50	12,352.00	25,000.00	
2	OTHER	350.00	2.64	315.78	

TOTAL REVENUES		6,022,759.25	5,553,643.35	5,434,910.03
TOTAL OTHER SOURCES		0.00	0.00	0.00
TOTAL REVENUES AND OTHER SOURCES		6,022,759.25	5,553,643.35	5,434,910.03
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	1,886,212.78	1,965,938.00	1,695,472.73
3	REGULAR MAINTENANCE	2,886,863.17	2,675,000.00	2,675,000.00
3	TRUNKLINE MAINTENANCE-PRIMARY	394,057.28	380,000.00	380,000.00
3	ADMINISTRATIVE EXPENSE (NET)	430,372.76	253,500.00	253,500.00
3	EQUIPMENT EXPENSE (NET)	-93,107.51	-150,000.00	-150,000.00
3	CAPITAL OUTLAY (NET)	290,341.88	30,000.00	160,000.00
3	DISTRIBUTIVE EXPENSE	0.00	760,000.00	760,000.00
3	OTHER	0.00	0.00	0.00
TOTAL EXPENDITURES		5,794,740.36	5,914,438.00	5,776,972.73
OTHER USES		0.00	0.00	0.00
AMOUNTS NEEDED FOR CONTINGENCIES		0.00	0.00	0.00
TOTAL EXPENDITURES AND OTHER USES		5,794,740.36	5,914,438.00	5,776,972.73
CURRENT ESTIMATED OPERATING SURPLUS (DEFICIT)				-342,062.70
ACCUMULATED AVAILABLE UNAPPROPRIATED SURPLUS (DEFICIT) FROM PRIOR YEARS				1,832,141.88
PROJECTED SURPLUS AT END OF BUDGET YEAR				1,490,079.18

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

Commissioner Ogden moved to open bids for One Heavy Duty 4WD Pick-up Truck at 10:30 AM September 12, 2005, seconded by Commissioner Saunders.

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

Commissioner Ogden moved to authorize the manager to sign the Michael R. Kluck & Associates letter of agreement, establishing his hourly rate at \$145.00, seconded by Commissioner Saunders.

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

Commissioner Ogden moved to open Eveline Township crack seal bids at 10:30 AM September 12, 2005, seconded by Commissioner Saunders.

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

Commissioner Ogden moved to open US-131 right-turn lane improvements at M-75 North bids, Melrose Township, at 10:30 AM September 12, 2005, seconded by Commissioner Saunders.

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

Mr. Vanek:

- Explained Boyne Valley Township request to realign Old Mackinaw Trail 10'-14' west of the existing roadbed (total project length: 2,650' – starting where the hard surface ends on Old Mackinaw Trail to Sheriff Road). He said the current southbound lane would become the northbound lane; the southbound lane would be newly constructed; both sides would require ditching and restoration; and many trees will be removed at the projects east end. Commissioner Ogden asked if project conformed to CCRC specifications. Mr. Vanek said the township cannot afford widening to current specifications, which is more costly due to pushing ditches out, and additional topsoil & earthwork. Bid opening date is postponed until Mrs. Kondrat investigates if reconstruction or new construction.
- Said Michigan State Police have no more funds for Anderson Road crossing Porter Creek, but prior \$30,000 FEMA Grant is secure.
- Reported Black Road project is progressing well; gravel application begins this week.

Mrs. Roloff said new road is being constructed near Boyne City-Charlevoix Road/US31 intersection at Bergman Marina. Mr. Vanek said it is a temporary road for topsoil removal and waste material disposal during project.

Mr. Harmon said Eveline Township supervisor John Vrondran brought signed contract for 4 more gravel projects, but there is only 1,500 cyd left at Sutliff Pit. Drenth Brothers will supply gravel to complete 2005 gravel projects.

Commissioner Ogden moved to award West Road drainage improvement project (Bay Township) to low bidder Tri-County Excavating (\$69,704.45), seconded by Commissioner Saunders.

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

Commissioner Saunders moved to award Anderson Road crossing Porter Creek (failing/undersized culvert replacement) bid to low bidder MDC, Inc. (\$39,319.50), seconded by Commissioner Ogden.

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

Mr. Howard:

Said large rocks left on Lower Chandler Hill Road (Chandler Township) last week were a disgrace to the Road Commission; Mr. Harmon explained situation to Board, adding a grader operator worked Thursday night and Friday correcting the problem. Investigation is ongoing.

Said Fraley Road low percentage brine is already gone; Mr. Harmon will have driver re-brine.

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

10:30 AM: Opened 42,000 tons 23A MDOT specification gravel production, Sutliff Pit and Gennett Road reconstruction (engineer's estimate \$30,000) bid openings.

42,000 tons 23A gravel production:	<u>CONTRACTOR:</u>	<u>UNIT PRICE:</u>	<u>TOTAL BID:</u>
	MDC Contracting	\$2.97/ton	\$124,740.00
	Sackrider	\$3.90/ton	\$163,800.00
	H&D, Inc.	\$3.97/ton	\$166,740.00

Gennett Road reconstruction:	<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
	H&D, Inc.	\$33,385.00
	Tri-County Excavating	\$33,895.00
	Payne & Dolan	\$33,995.00
	MDC Contracting	\$43,392.50

10:30 AM-Annual Snowmobile Meeting. Scott Way requested CCRC continue supporting the snowmobile industry by allowing road right-of-way travel, adding statewide death rates are down. Mr. Harmon said there were roadway and private property issues on the county's northeast side, but not many on the trail system (winter 2004-05). He said the groomer leaves snow across roads. Mr. Richardson has groomed trails for three years without leaving snow across the road, he feels the build up is from snowmobiles accelerating over the opposite bank; Mr. Howard agrees. Mr. Howard appreciates weekday law enforcement, but stressed need for police vehicles on Saturdays during heavy snowmobile traffic when they travel three or four abreast down primary Springvale Road. Scott Way said new trail maps should help keep riders on the trails.

Commissioner Ogden pointed out Mr. Harmon sent a letter requesting trail enforcement to the DNR, Sheriff Department and snowmobile clubs 1-2 years ago, which seemed to help. Mr. Howard feels reduced problems in 2004-05 season were due to economics and weather conditions.

Scott Way informed all present the snowmobile clubs have offered a free \$7,000 snowmobile to the Sheriff Department for trail patrol. He said a patrol car with radar in a high-speed area giving tickets would make riders more cautious; news travels fast in the circuit. Mr. Howard reiterated there is no law enforcement in Charlevoix County on Saturday nights when it is most needed.

Commissioner Ogden moved to allow snowmobiles to operate on Charlevoix County road rights-of-way within the guidelines of the law, to be effective today and continue until such time as the Board deems it necessary to hold a future public hearing to review snowmobile operation, seconded by Commissioner Saunders.

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

Mr. Harmon will process permit application when CCRC receives insurance confirmation from Scott Way.

Public hearing adjourned at 10:50 AM.

Commissioner Ogden has noticed several washouts throughout Charlevoix County and asked if a shoulder maintainer machine ~~exhibit~~ demonstration was still planned.

Commissioner Ogden moved to award 42,000 tons 23A MDOT specification gravel production, Sutliff Pit bid to low bidder MDC Contracting (\$124,740), seconded by Commissioner Saunders.

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

Commissioner Saunders moved to pay bills totaling \$224,737.89, seconded by Commissioner Ogden.

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

Chairman Way adjourned the meeting at 11:25 AM.

AUGUST 08, 2005

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

Chairman Way, Commissioners Saunders and Ogden, County Commissioner Ron Reinhardt, Patrick Harmon and James Vanek attended, along with Tri-County Excavating representative Phil Vandermus, H&D, Inc. representative Vince Carpenter, Applied Pavement Markings representative Mike Hagman and Northwest Design Group (NDG) engineer Howard Haselschwardt.

Commissioner Saunders moved to approve July 25, 2005 regular meeting minutes with the following corrections, seconded by Commissioner Ogden.

Page 1, line 48: change Vote to: "Ayes – Saunders, Ogden Nays – Way Motion carried."

Page 2, line 72: change "over band" to "Overband"

Page 2, line 77: delete "crush and shape and" AND add "and overlay" after "pavement widening"

Page 2, line 89: add "truck" after "pick-up"

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

Commissioner Ogden moved to designate Patrick Harmon as voting delegate for September 07, 2005 County Road Association Self-Insurance Fund Annual Meeting. No alternate delegate was named since Mr. Harmon will be the only CCRC representative in attendance, seconded by Commissioner Saunders.

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

Commissioner Saunders moved to postpone budget decision until August 22, 2005 meeting, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to open Gennett Road reconstruction (Norwood Township) bids at 10:30 AM August 22, 2005, seconded by Commissioner Saunders.

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

Commissioner Ogden moved to open bids for 42,000 tons 23A MDOT specification gravel production, Sutliff Pit at 10:30 AM August 22, 2005, seconded by Commissioner Saunders.

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

All present discussed Emmet County ORV road rights-of-way use. Mr. Harmon said Emmet CRC will not act on the issue since there are no DNR approved trails.

9:30 AM-Mr. Haselschwardt presented and explained Holy Island bridge restoration report, highlighting five alternative structure designs and length. He presented type, size and location study. CCRC has submitted a Local Bridge program application.

10:30 AM-Anderson Road crossing Porter Creek (Wilson Township), West Road pavement widening & overlay (Bay Township), and various county road crack fill projects bid openings.

Anderson Road crossing Porter Creek:	<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
	MDC Contracting	\$39,319.50
	H&D, Inc.	\$39,466.70
	Tri-County Excavating	\$40,201.57

West Road pavement widening & overlay:	<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
	Tri-County Excavating	\$69,704.45
	H&D, Inc.	\$82,768.50

Various county road crack fill projects:	<u>CONTRACTOR:</u>	<u>BID AMOUNT:</u>
	Scodeller Construction	\$34,547.50
	APM	\$44,792.45

Commissioner Saunders moved to accept low bidder Scodeller Construction (\$34,547.50) to complete various county road crack fill projects, seconded by Commissioner Ogden.

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

Mr. Harmon:

- Explained Ellis Road culvert currently runs through private yard to the lake and floods the residence and garage. Resident is rebuilding his home and elevating the foundation 3-feet. Mr. Harmon feels current 15-inch culvert should be replaced with 18-inch culvert and extended to the lake (approximately 150-200'). Resident will give CCRC easement for extension. The Board directed Mr. Harmon to continue pursuit.
- Presented Lake Louise Christian Community (LLCC) letter requesting Stafford Road private section (currently LLCC property) be put into the county road system. Road section would be costly to build to CCRC specifications; the Board directed Mr. Harmon to send letter stating CCRC is not currently interested.

Mr. Vanek:

- Said Thumb Lake Road reconstruction project is complete; MDOT final inspection is August 17, 2005.
- Said Black Road project-undercuts are underway, followed by ditching and gravel addition.

Commissioner Saunders and all present discussed County Road Association of Michigan (CRAM) letter in the Detroit News regarding Oakland CRC financial difficulties.

Commissioner Saunders moved to pay bills totaling \$62,914.66, seconded by Commissioner Ogden.

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

Chairman Way adjourned the meeting at 11:38 AM.

JULY 25, 2005

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

Chairman Way, Commissioners Saunders and Ogden, County Commissioner Shirley Roloff, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Eveline Township supervisor John Vrondran and Petoskey News-Review Reporter Fred Gray.

Commissioner Saunders moved to approve July 08, 2005 regular meeting minutes with the following corrections, seconded by Commissioner Ogden.

Page 2, line 82: change "Marian" to "Marion"

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

Commissioner Ogden moved to transfer \$193,744 from the Equipment Fund to the General Fund to pay for two 2006 Peterbilt Heavy-Duty Work-Ready Truck cab and chassis, seconded by Commissioner Saunders.

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

The Foremen and Mr. Harmon will attend the October 5-7, 2005 Association of County Road Superintendents of Michigan Seminar at Kewadin Hotel and Convention Center in Sault Ste. Marie, Michigan.

Mr. Harmon along with the full Board will attend the August 09, 2005 37th Road Commissions Association Meeting at Audie's Restaurant, Mackinaw City, Michigan.

CHARLEVOIX COUNTY ROAD COMMISSION

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

POLICY TITLE:
NO SMOKING POLICY

INDEX NO: 2005-2
ADOPTED: July 25, 2005

PURPOSE

To establish non-smoking guidelines for Charlevoix County Road Commission owned property in conjunction with countywide "Public Health Clean Indoor Air Regulation".

STATEMENT OF POLICY

The Road Commission hereby complies with the "Public Health Clean Indoor Air Regulation" passed by the Charlevoix County Board of Commissioners, which eliminates smoking in public and private worksites and certain public places.

NO SMOKING POLICY

Effective August 17, 2005, there shall be no smoking in any building or vehicles owned or operated by the Charlevoix County Road Commission. Any employee found in violation of this policy shall be subject to disciplinary action. Any complaint concerning a violation of this policy should be submitted to the Manager for investigation and appropriate resolution.

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

I certify this is a true Policy copy adopted by the Charlevoix County Road Commission Board at their July 25, 2005 regular meeting.

Shelley Kondrat, Clerk

The Board signed Traffic Control Order No. P 15-44-04 with respect to Main Street, St. James Township; "No stopping, standing or parking within the eastern right-of-way of MAIN STREET from a point two hundred and ninety (290) feet south of Forest Avenue to Forest Avenue." Mr. Harmon said signs are ordered and will be placed when received.

Commissioner Ogden moved to allow Boyne City-Charlevoix Road closure for September 05, 2005 "Horton Bay Bridge Walk" at dusk for approximately 45-60 minutes (Sheriff Department has authorized), seconded by Commissioner Saunders.

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

Commissioner Ogden moved to open Anderson Road crossing Porter Creek (failing/undersized culvert replacement) bids at 10:30 AM August 08, 2005 (FEMA Grant 75%-maximum \$30,000), seconded by Commissioner Saunders.

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

Commissioner Ogden moved to open ~~over band~~ **Overband** crack fill bids on various county roads at 10:30 AM August 08, 2005, seconded by Commissioner Saunders.

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

Commissioner Saunders moved to open West Road **pavement widening and overlay** ~~crush and shape and pavement widening~~ bids (Bay Township) at 10:30 AM August 08, 2005, seconded by Commissioner Ogden.

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

Commissioner Roloff:

- Said another Beaver Island resident and volunteers will assist with road name and address numbering signs when received.
- Explained the bill for CCRC hazardous material disposal was twice what the Recycling Committee expected and asked CCRC to split the costs. The Board agreed.

Mr. Harmon:

- Said Mr. Luchenbill will have pick-up **truck** specifications for August 08, 2005 review.
- Reported Boyne City-Charlevoix/US31 intersection improvement project is delayed.

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

Mr. Vanek:

- Said Thumb Lake Road reconstruction project is almost complete.
- Said Black Road project began today.

Commissioner Ogden:

- Presented proposed motion for upcoming snowmobile public hearing.
- Presented article on road commissions using bio-diesel.
- Noticed several washouts after the recent rain; future reconstruction projects should include paving hills full width, curbing intersections, invisible tapers and widening when possible.

Mr. Harmon, and Commissioners Saunders & Ogden were impressed with Michigan County Road Commission Self-Insurance Pool (MCRCSIP) Annual meeting last week in Mt. Pleasant. The annual report showed a \$6.5 million refund due to good investments and risk management.

Commissioner Ogden moved to pay bills totaling \$167,498.78, seconded by Commissioner Saunders.

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

Chairman Way adjourned the meeting at 11:00 AM.

JULY 08, 2005

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

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

Commissioner Saunders moved to approve June 27, 2005 regular meeting minutes with the following corrections, seconded by Commissioner Ogden.

- Page 1, line 41: change “discusses” to “discussed”
Page 2, line 46: add “Increase” and “New Wage Rate” headings
Page 2, lines 47-55: add actual increase amounts and new wage rates
Page 3, line 13: change “\$28,416.57 (\$32,976.57 less \$4,560 CCRC share),” to read “\$32,976.57 (\$28,416.57 township share, \$4,560 CCRC share),”
Page 3, line 31: change “policies differed from county to county and supported rationalization.” to “policies, which differed from county to county, justified “rationalization” (Engler’s term for MDOT’s attempt to transfer selected county roads into the state system).”
Page 4, line 22: add “(Charlevoix Township)” after Pine Point

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

Chairman Way commended CCRC representatives on handling questions and concerns at the Boyne City-Charlevoix Road/US31 intersection improvement project on-site meeting.

Mr. Harmon and Mrs. Kondrat will attend the September 7, 2005 County Road Association Self-Insurance Fund (CRASIF) meetings. The full Board, along with Mr. Harmon and Mrs. Kondrat will attend the September 8-9, 2005 Northern Michigan Association of Road Commissions (NMARC) 81st Annual Meeting.

Mr. Harmon presented Northwest Design Group (NDG) \$6,700 engineering proposal to conduct topographical surveys and prepare bid documents for CCRC Boyne City garage drainage, paving and curbing improvements (improvement estimate: \$115,705). Commissioner Ogden suggested any necessary building repairs and maintenance should be done first; Mr. Harmon said Boyne City garage needs block repair and painting; Ironton garage needs new ceiling insulation. The Board authorized Mr. Harmon to acquire building improvement quotes for 2005 completion. Drainage, paving and curbing improvements will be reviewed at a later date.

Supervisor Tim Boyko informed Mr. Harmon Hayes Township supports Martha Jane Oliver lawsuit to abandon

- (a) The portion of Arbutus Avenue which is platted but not constructed lying east of Eastern Avenue between Blocks 9 and 10 of the Plat of Pine Point, Section 19, Hayes Township.
- (b) Maple Avenue which is platted but not constructed lying east and parallel to Eastern Avenue, beginning at Petoskey Avenue and running south along the eastern side of Blocks 9, 10, 11 and 12 of the Plat of Pine Point, Section 19, Hayes Township.
- (c) The alley that is platted between and parallel to Eastern Avenue and Maple Avenue but not constructed, separating lots 1 & 18, 2 & 17, 3 & 16, 4 & 15, 5 & 14, 6 & 13, 7 & 12, 8 & 11 and 9 & 10 in Block 9, and lots 1 & 31, 2 & 30, 3 & 29, 4 & 28, 5 & 27, 6 & 26, 7 & 25, 8 & 24, 9 & 23, 10 & 22, 11 & 21 and 12 & 20 in Block 10, Plat of Pine Point, Section 19, Hayes Township.

CCRC Board supports Hayes Township position, and will not contest abandonment.

Commissioner Roloff:

- Asked if CCRC is budgeting for Boyne City garage drainage, paving and curbing improvements; Mr. Harmon said yes, in the "Buildings & Grounds Fund".
- Invited CCRC Board, manager and engineer to attend the 6:00 PM Monday, July 18, 2005 Parks and Recreation Committee (PRC) meeting at Whiting County Park to discuss new Magee Road entrance proposal to Thumb Lake public beach. Mr. Harmon noted proposed entrance location was originally preferred by PRC; if they wish only one entrance, he suggested moving it north to the top of the hill (for better visibility).

Mr. Vanek informed all present Thumb Lake Road reconstruction project is proceeding smoothly.

Mr. Harmon:

- Informed all present of updated MDOT information for Boyne City-Charlevoix Road/US31 intersection improvement project:
 - a) Press release draft is awaiting MDOT approval of asphalt mix change. Original asphalt mix design isn't available in September. MDOT approval is required for new asphalt mix design on the Super Pave mix.
 - b) Construction is scheduled to begin Wednesday, September 7, 2005.
 - c) *ONLY* emergency vehicles will have access; all others will use detour.
- Viewed various vehicles with shop foreman Mick Luchenbill to replace manager's current 1996 Pontiac Bonneville. Both recommend purchasing a 3/4-ton, 4-door pick-up, which would eventually become a fleet vehicle. The Board approves; Mr. Luchenbill will prepare bid documents.
- Reviewed Victor Warren letter, offering his services to represent CCRC claims.
- Said CCRC financial statement presentation to County Board is at 3:00 PM Wednesday, August 10, 2005.
- Requested approval to hire a cleaning person one day per week; the Board approves.

Recessed at 10:10 AM. Resumed at 10:16 AM.

Commissioner Ogden:

- Suggested changing the Snowmobile Public Hearing language to allow snowmobiles to travel within county road rights-of-way permanently; CCRC Board could revert to annual approval if necessary.
- Suggested future paved reconstruction projects include 2' paved apron at each gravel driveway.
- Suggested purchasing a lightweight grader (shoulder maintainer) with windrow eliminator.

Commissioner Way:

- Complimented Marion Center Road shoulder repair at Loper residence.
- Said ~~Marion~~ Marion Center Road pavement is damaged at snowmobile crossing; Mr. Harmon will obtain repaving quote.

Commissioner Saunders moved to pay bills totaling \$60,273.68, seconded by Commissioner Ogden.

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

Chairman Way adjourned the meeting at 10:45 AM.

JUNE 27, 2005

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

Chairman Way, Commissioners Saunders and Ogden, County Commissioners Shirley Roloff, Ron Reinhardt & Denny Jason, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Eveline Township supervisor John Vrondran and Petoskey News-Review Reporter Fred Gray.

Commissioner Saunders moved to approve June 13, 2005 regular meeting minutes with the following changes, seconded by Commissioner Ogden.

Page 1, line 15: change "Commissioner Ogden" to "Chairman Way"
Page 1, line 20: add "(of Northwest Design Group)" after "Howard Haselschwardt"
Page 1, line 24: delete entire "The Board feels the four-county"
Page 1, line 26: change "The Board feels the" to "The Board feels that the"
Page 1, line 26: delete "four county "Regulation Eliminating Smoking in Public and Private Worksites and Certain Public Places", along with"
Page 2, line 87: change "Section 21 – 6.21 acres)," to "Section 21, Hudson Township – 6.21 acres),"
Page 2, line 104: change "curbed intersection" to "curbed intersections"

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

Commissioner Saunders moved to approve June 13, 2005 Annual Peaine Township meeting minutes with the following changes, seconded by Commissioner Ogden.

Page 1, line 24: change "sets" to "sits"
Page 1, line 37: change "trucks drivers" to "truck drivers"
Page 1, line 39: change "adjourned at the" to "adjourned the"

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

Commissioner Saunders moved to approve June 13, 2005 Annual St. James Township meeting minutes with the following changes, seconded by Commissioner Ogden.

Page 1, line 5: change "Don Vyse and clerk Jean Palmer Northern" to "Don Vyse, clerk Jean Palmer, Northern"
Page 1, line 14: change "fearful" to "concerned"
Page 1, line 16: change "contract" to "contact"

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

Mr. Vrondran received Eveline Township road priority list prepared by Mr. Vanek and Mr. Harmon. He invited Mr. Harmon to attend June 28, 2005 Eveline Township annual meeting to answer questions when list is ~~discusses~~ discussed and 2005 projects are chosen.

Mr. Vrondran said Eveline Township would like to widen curves and wedge & asphalt overlay Advance-East Jordan Road in conjunction with 2006 South Arm Township portion. Mr. Harmon suggested Mr. Vrondran attend July 2005 South Arm Township Board meeting.

RESOLUTION TO RENAME SPECIFIC ST. JAMES TOWNSHIP ROADS

CHARLEVOIX COUNTY, MICHIGAN

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

WHEREAS, St. James Township Board requested road name changes, specifically described:

East Carlisle, Beaver Harbor Drive & West Carlisle TO Carlisle Road:

In St. James Township, T.39N.-R.10W., Section 27. Commencing at the intersection of Kings Highway, east .50 miles, and

Post Office Hill Road TO Frankie Lane:

In the Village of St. James, St. James Township, T.39N-R.10W., Section 22. Commencing at the intersection of Main Street northwest .05 miles, ending at the intersection of Back Highway, and

Pine Drive TO Pine Cone Drive:

In the Village of St. James, St. James Township, T.39N-R.10W., Section 23. Commencing at the intersection of Lookout Drive, west-northwest .20 miles, and

WHEREAS, the Charlevoix County Road Commission received township written request,

NOW, THEREFORE, BE IT RESOLVED, the Charlevoix County Road Commission hereby approves requested road name changes, and by this Resolution renames them.

BE IT FURTHER RESOLVED that a True Copy of this Resolution be filed with the County Clerk, with copies sent to St. James Township Supervisor and Clerk.

Resolution accepted by the following voice vote:

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

I certify the above is a true Resolution copy adopted by the Charlevoix County Road Commission Board at its June 27, 2005 regular meeting.

Shelley Kondrat, Clerk

Commissioner Ogden moved to adopt the following 2005 Administrative Wage Scale, seconded by Commissioner Saunders.

Manager	\$2,513.65/bi-weekly
Board Clerk	\$14.42 to \$19.53/hour
Staff Engineer	\$15.38 to \$20.62/hour
Staff Engineer (P.E.)	\$15.38 to \$21.11/hour
Payroll/Accounts Payable Clerk	\$11.62 to \$15.92/hour
Road Foreman	\$14.42 to \$18.92/hour
Skilled Foreman (Mechanic)	\$14.90 to \$19.52/hour
Purchasing Agent	\$12.02 to \$16.75/hour
Administrative Assistant	\$14.00 to \$15.38/hour
Office Assistant	\$ 8.00 to \$11.51/hour

AND the following administrative pay increases effective the first full pay period after July 01, 2005:

	<u>INCREASE</u>	<u>NEW WAGE RATE</u>
Manager:	2% increase (\$49.29 bi-weekly)	\$2,513.65/bi-weekly
Board Clerk:	2% increase (\$0.37 hour)	\$ 18.95/hour
Staff Engineer:	2% increase (\$0.39 hour)	\$ 20.06/hour
Payroll/Accounts Payable Clerk:	2% increase (\$0.25 hour)	\$ 12.87/hour
Road Foreman-Boyne City:	2% increase (\$0.34 hour)	\$ 17.40/hour
Road Foreman-Ironton:	2% increase (\$0.34 hour)	\$ 17.32/hour
Skilled Foreman (Mechanic):	2% increase (\$0.37 hour)	\$ 18.84/hour
Purchasing Agent:	Equity increase (\$0.93/hour)	\$ 16.75/hour
Office Assistant:	2% increase (\$0.16 hour)	\$ 8.15/hour

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

All present discussed difference between Boyne City and Ironton Road Foreman wages.

Commissioner Saunders moved to adopt the following administrative pay increase effective the first full pay period after July 01, 2005, seconded by Commissioner Ogden.

Road Foreman-Ironton:	\$17.40/hour
-----------------------	--------------

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

Commissioner Saunders moved to award Marion Township seal-coat projects to low bidder D&D Contracting for ~~\$28,416.57~~ \$32,976.57 (~~\$28,416.57 township share, \$32,976.57 less~~ \$4,560 CCRC share), seconded by Commissioner Ogden.

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

Commissioner Ogden moved to award Marion Township Black Road reconstruction project to low bidder MDC Contracting, LLC. for \$165,295 (engineer estimate \$175,000), seconded by Commissioner Saunders.

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

Commissioner Roloff said Household Hazardous Waste collection was successful, collecting almost 40,000 lbs.

Commissioner Reinhardt said builders constructing new road off Deer Lake Road near Boyne USA relocated the abandoned Deloy Road intersection.

10:00 AM Form CRA 100 public hearing.

Mr. Harmon said CRAM proposed permit would be uniform throughout the state, same as driveway and moving permits. Commissioner Ogden noted past Governor Engler felt road commission policies, which differed from county to county, justified and supported "rationalization" (Engler's term for MDOT's attempt to transfer selected county roads into the state system).

Commissioner Ogden moved to adopt the new CRA Form 100 entitled "Application and Permit to Construct, Operate, Use and/or Maintain Within the Right-of-way of; or to Close, a County Road", seconded by Commissioner Saunders.

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

Recessed at 10:05. Resumed at 10:11 AM.

Mr. Harmon:

- Presented MDOT mailing, which said:
 1. "The Michigan Department of Treasury forecasted negative growth in the MTF fund of 2.2 percent on January 13, 2005. They revised their forecast on May 27, 2005 to a negative growth of 3.2 percent."
 2. "Actual receipts for the current fiscal year-to-date (10/01/04 – 04/30/05) for distribution to counties and cities are 4.4 percent less than MTF receipts by this same time last year."
 3. "Fiscal Year 2006 MTF revenue for distribution to counties and cities is, therefore, estimated to remain below Fiscal Year 2004 levels."
- Presented CRAM e-mail explaining Ingham CRC (ICRC) lawsuit by five residents regarding Okemos Road center turn lane addition plan due to violation of the Open Meetings Act. CRAM cautioned Road Commission Boards and management to comply with Open Meetings Act at all times.
- Reviewed employee sick time used and accumulated. All present discussed reward for not using sick time rather than "penalizing" employees.
- Said Boyne City-Charlevoix Road/US31 intersection improvement meeting was well attended. Emergency officials, businesses and Pine Point residents have access concerns. Bergmann Marina owner Doug Bergmann offered access route from US31 across his property, which would become a new access to his business entrance upon project completion. Business owners requested construction after Labor Day; contractor preferred this option. MDOT and Northwest Design Group (NDG) will review concerns and inform Mr. Harmon, who will inform attendees.

10:30 AM: 27,000 tons ice control sand (manufactured at Sutliff Pit) bid opening, attended by Hilltop Inc. representative Rob Moblo.

<u>CONTRACTOR</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
Sackrider Construction	\$1.40/ton	\$37,800.00
H&D, Inc.	\$1.43/ton	\$38,610.00
Hilltop Inc.	\$1.45/ton	\$39,150.00
MDC Contracting	\$1.49/ton	\$40,230.00
Poquette Leasing	\$1.78/ton	\$48,060.00

Commissioner Ogden moved to award 27,000 tons ice control sand bid to low bidder Sackrider Construction (\$1.40/ton, \$37,800/total), seconded by Commissioner Saunders.

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

10:45 AM – Fred Gardner, CPA presented 2004 CCRC Financial Statements.

Mr. Harmon said the Corps of Engineers gave several Pine Point (**Charlevoix Township**) waterfront residents permits to put docks in the lake. Residents feel they have riparian rights, though lot descriptions stop at road right-of-way. Also, former area landowner dedicated property between Beach Drive and lake as road right-of-way so all subdivision residents had access.

Commissioner Ogden moved to change 9:00 AM July 11, 2005 regular meeting to 9:00 AM July 08, 2005 to accommodate the managers vacation, seconded by Commissioner Saunders.

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

Commissioner Ogden asked if Mr. Harmon has spoken with CRAM president John Niemela regarding CRAM recommended policies entitled “Ethical Standards and Standards of Conduct” and “Fraud”. Mr. Harmon has and is awaiting written correspondence.

Commissioner Ogden moved to hold Annual Snowmobile Hearing at 10:30 AM August 22, 2005, seconded by Commissioner Saunders.

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

Commissioner Saunders requested Barnard Road crack seal update. Mr. Harmon said Mr. Vanek is mainly occupied with Thumb Lake Road reconstruction project, but he continues to work on specifications whenever possible.

Commissioner Roloff requested Mr. Harmon attend next Parks and Recreation Committee meeting in regards to another Magee Road park entrance to Thumb Lake beach.

Commissioner Ogden moved to pay bills totaling \$107,092.05, seconded by Commissioner Saunders.

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

Chairman Way adjourned the meeting at 11:35 AM.

JUNE 13, 2005

Chairman Way called the meeting to order at 9:40 AM.

Chairman Way, Commissioners Saunders and Ogden, County Commissioner Shirley Roloff, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with CCRC Beaver Island leadman Dave Adams, Peaine Township supervisor John Works, Jr., St. James Township supervisor Don Vyse and clerk Jean Palmer, Northern Islander reporter Elaine West and residents Don Spencer (representing wife Barbara) and Larry Saxton.

Commissioner Saunders moved to approve May 19, 2005 regular meeting minutes as presented, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to designate Commissioner Saunders voting delegate and Commissioner Ogden alternate voting delegate for Michigan County Road Commission Self-Insurance Pool July 21, 2005 Annual Business Meeting, seconded by ~~Commissioner Ogden~~ **Chairman Way**.

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

Commissioner Ogden moved to authorize the Board and the clerk to sign the State of Michigan engineering reimbursement form naming engineer Howard Haselschwardt (**of Northwest Design Group**), seconded by Commissioner Saunders.

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

~~The Board feels the four county~~

The Board feels that the ~~four county “Regulation Eliminating Smoking in Public and Private Worksites and Certain Public Places”, along with~~ CRAM recommended policies entitled “Ethical Standards and Standards of Conduct” and “Fraud” are too intrusive, and subjects are already addressed in union contract and employee handbook. The Board directed Mr. Harmon to gather further information from CRAM director John Niemela and report. Mr. Harmon sent copies to CCRC labor attorney Michael Kluck for review. Board will resume discussion June 27, 2005.

Commissioner Ogden moved to open 27,000 tons winter ice control sand bids (manufactured at Sutliff Pit) at 10:30 AM June 27, 2005, seconded by Commissioner Saunders.

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

10:00 AM – Mrs. Reddings Trail public hearing, attended by CCRC Beaver Island leadman Dave Adams, Peaine Township supervisor John Works, Jr., St. James Township supervisor Don Vyse and clerk Jean Palmer, Northern Islander reporter Elaine West and residents Don Spencer (representing wife Barbara) and Larry Saxton.

Mr. Harmon presented Charles Donaldson and Rich Wane correspondence supporting Natural Beauty designation. He said resident concerns from past public hearing (i.e. lack of gravel, narrowness, visibility) have been resolved. Mr. Works is concerned designation will hinder maintenance; Mr. Harmon said trimming will continue, and designation can be reversed if necessary. Mr. Adams is concerned Western Shores Road at the “Y” intersection is included; Mr. Harmon assured him it is not. Mr. Spencer praised CCRC maintenance and snow removal. He noted all past supporters continue their support.

**RESOLUTION TO DESIGNATE NATURAL BEAUTY ROAD
Mrs. Reddings Trail
PEAINE TOWNSHIP, CHARLEVOIX COUNTY, MICHIGAN**

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

WHEREAS, more than 25 freeholders in Peaine Township, Charlevoix County petitioned the Charlevoix County Road Commission to designate county local road Mrs. Reddings Trail a Natural Beauty Road, specifically described:

In Peaine Township T.38-39N.-R.10-11W., Sections 17, 18, 13 & 24. Commencing at the intersection of Westside Road, west and ending at the north property line of Federal Property (which is the end of Road Commission certification) for a distance of 2.96 miles, and

WHEREAS, the Charlevoix County Road Commission held a 10:00 AM June 13, 2005 hearing on said petition at Peaine Township Hall, Beaver Island, Charlevoix County, Michigan, and

WHEREAS, a majority of residents at said hearing were in favor of designating Mrs. Reddings Trail a Natural Beauty Road as described above,

NOW, THEREFORE, BE IT RESOLVED, the Charlevoix County Road Commission, in accordance with Act 451, Public Acts of 1994, hereby designates the above-described Mrs. Reddings Trail a Natural Beauty Road.

BE IT FURTHER RESOLVED that a True Copy of this Resolution be filed with the County Clerk.

Resolution accepted by the following voice vote:

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

I certify the above is a true Resolution copy adopted by the Charlevoix County Road Commission Board at its June 13, 2005 regular meeting.

Shelley Kondrat, Clerk

Commissioner Ogden moved to authorize the manager to sign the Aurora Energy, Ltd. Oil & Gas Lease (Township 32 North, Range 4 West, Part of Section 21, Hudson Township – 6.21 acres), seconded by Commissioner Saunders.

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

Mr. Harmon:

- Informed all present of 3-5 PM June 18, 2005 retirement party for Dave Willson at the Eveline Township Hall.
- Presented MDOT request to detour traffic using Rogers Road during 2006 M32 reconstruction through the City of East Jordan. The Board and Mr. Harmon concur.
- Presented St. James Township resolution requesting road name changes (Post Office Hill Road to Frankie Lane; Pine Drive to Pine Cone Drive; and East Carlisle-Beaver Harbor Drive-West Carlisle roads to Carlisle Road). Mr. Harmon will have signs made & installed, and change names on next certification map. The Board requested proposed Resolution for June 27, 2005 regular meeting.

Mr. Vanek:

- Presented and explained Sugarbush Knoll overlay, Black Road reconstruction and Clark, Phelps, Potter and Wickersham Roads resealing bid tabulations. He and Mr. Harmon will present to Marion Township Board at their next meeting. Commissioner Ogden instructed Mr. Vanek to encourage townships to consider widening and curbed intersections on all future projects, noting successful Evangeline Township and South Arm Township projects (along with several Antrim County projects). Both improvements increase safety and lower maintenance.
- Presented Northwest Design Group (NDG) Thumb Lake Road engineering budget report, explaining overrun is mainly due to sub-grade undercut cross-sections and redesigning Springbrook Road intersection.

Commissioner Saunders moved to adopt the amended budget as presented, seconded by Commission Ogden:

Presented June 13, 2005 Shelley Kondrat, Clerk		2005 AMENDED 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)		AMOUNT			
DEPARTMENT OR CLASSIFICATION					
PAGE NO.	ACCOUNT DESCRIPTION	ESTIMATED PRIOR YEAR (12-31-04)	PREVIOUSLY APPROVED BUDGET	RECOMMENDED 12-31-05 BUDGET	
2	TRANSPORTATION	3,395,620.99	3,120,000.00	3,120,000.00	
2	FEDERAL & STATE REVENUE	152,749.59	1,165,938.00	1,165,938.00	
2	ECONOMIC DEVELOPMENT FUND	0.00	0.00	0.00	
2	TRUNKLINE MAINTENANCE-PRIMARY	394,057.28	380,000.00	380,000.00	
2	COUNTY RAISED REVENUE	1,853,831.56	800,000.00	800,000.00	
2	OTHER RAISED REVENUE	174,387.63	0.00	0.00	
2	INTEREST EARNED	13,070.01	8,600.00	20,000.00	
2	SALVAGE SALES	2,083.69	1,500.00	1,500.00	
2	GAIN/LOSS-EQUIPMENT DISPOSALS	7,212.00	3,000.00	53,850.71	
2	PERMIT FEES	29,396.50	25,000.00	25,000.00	
2	OTHER	350.00	0.00	2.64	
TOTAL REVENUES		6,022,759.25	5,504,038.00	5,553,643.35	
TOTAL OTHER SOURCES		0.00	0.00	0.00	
TOTAL REVENUES AND OTHER SOURCES		6,022,759.25	5,504,038.00	5,553,643.35	
EXPENDITURES (AND OTHER USES)		AMOUNT			
DEPARTMENT OR CLASSIFICATION					
PAGE NO.	ACCOUNT DESCRIPTION	ESTIMATED PRIOR YEAR (12-31-04)	PREVIOUSLY APPROVED BUDGET	RECOMMENDED 12-31-05 BUDGET	
3	HEAVY MAINTENANCE	1,886,212.78	1,965,938.00	1,965,938.00	
3	REGULAR MAINTENANCE	2,886,863.17	2,675,000.00	2,675,000.00	
3	TRUNKLINE MAINTENANCE-PRIMARY	394,057.28	380,000.00	380,000.00	
3	ADMINISTRATIVE EXPENSE (NET)	430,372.76	253,500.00	253,500.00	
3	EQUIPMENT EXPENSE (NET)	-93,107.51	-150,000.00	-150,000.00	
3	CAPITAL OUTLAY (NET)	290,341.88	30,000.00	30,000.00	
3	DISTRIBUTIVE EXPENSE	0.00	760,000.00	760,000.00	
3	OTHER	0.00	0.00	0.00	
TOTAL EXPENDITURES		5,794,740.36	5,914,438.00	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		5,794,740.36	5,914,438.00	5,914,438.00	
CURRENT ESTIMATED OPERATING SURPLUS (DEFICIT)				-360,794.65	

ACCUMULATED AVAILABLE UNAPPROPRIATED SURPLUS (DEFICIT) FROM PRIOR YEARS	1,832,141.88
PROJECTED SURPLUS AT END OF BUDGET YEAR	1,471,347.23

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

Commissioner Ogden:

- Reminded manager to schedule annual snowmobile meeting. He directed Mr. Harmon to contact Emmet, Antrim and Otsego CRC regarding their permanent policies and report.
- Is working on annual progress flyer with staff; township share policies will be included this year.

Chairman Way inquired about Ferry Road signs regarding truck traffic; Mr. Harmon said the signs, which arrived last week, will be placed this week.

Commissioner Saunders moved to pay bills totaling \$78,585.67, seconded by Commissioner Ogden.

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

Chairman Way adjourned the meeting at 11:05 AM.

MAY 19, 2005

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

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

Commissioner Saunders moved to approve May 09, 2005 regular meeting minutes as presented, seconded by Commissioner Ogden.

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

All present reviewed “Miscellaneous Item” bid tabulations (small obsolete Road Commission shop items for sale) opened May 16, 2005; high bidders will be notified.

Commissioner Ogden moved to hold a public hearing at 10:00 AM June 27, 2005 to review Form CRA 100 entitled “APPLICATION AND PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN WITHIN THE RIGHT-OF-WAY OF; OR TO CLOSE, A COUNTY ROAD”, seconded by Commissioner Saunders.

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

Mr. Harmon reported:

- Marion Township requested construction estimates for Sugarbush Knoll Subdivision asphalt overlay, Black Road undercut & gravel surface improvements, and Clark Road, Phelps Road, Potter Road & Wickersham Road re-seal (CCRC shares \$2,000 per seal coated road mile). Mr. Vanek will provide future township estimate duplicates to Mrs. Kondrat for financial review.
- Street sweeping (also seal coat) contractor, D&D Contracting (who filed Chapter Eleven on May 16, 2005), experienced machine computer complications and forfeited their sweeping bid since deadline couldn't be met. Second bidder was contacted but couldn't meet deadline. Due to the above delay, both Boyne City and East Jordan swept the state trunklines in their respective areas.
- Wilson Township signed CCRC contract to gravel Etcher Road, Davis Road, Day Road and Snyder Road. Snyder Road gravel will not correct drainage problems.
- Bay Township has a pending Sumner Road gravel contract (from Camp Daggett Road to Walloon Lake).

Commissioner Saunders moved to open 10:30 AM June 08, 2005 Sugarbush Knoll overlay, Black Road reconstruction and re-sealing Clark, Phelps, Potter & Wickersham Roads bids, Marion Township, seconded by Commissioner Ogden.

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

Commissioner Roloff:

- Thanked CCRC for placing fence around paved recycling bin area at CCRC Boyne City garage. She appreciates CCRC working relationship with the Recycling Committee.
- The Recycling Committee will fund disposal of seven CCRC barrels of old emulsion and diesel fuel at the June 18, 2005 hazardous household material pick-up (\$1,920 estimate).
- Requested Aragonne Supper Club owner Steve Ager be told specifics for Boyne City-Charlevoix Road/US31 Intersection Improvement project. Mr. Harmon will invite him to on-site meeting, held with Northwest Design Group (NDG) project engineer and Bergmann Marina.

Commissioner Reinhardt:

- Thanked Mr. Harmon for re-routing heavy truck traffic from Deer Lake Road to Boyne City-East Jordan Road. Mr. Harmon said company complied immediately upon his request.
- Complimented gravel road maintenance.
- Said Michigan Association of Counties (MAC) offers contamination study and clean-up grants if Beaver Island garage requires environmental study. CCRC retiree Don Cole informed Mr. Harmon there is no contamination at the Beaver Island garage.

Mr. Vanek reported Thumb Lake Road project should be completed 3-4 weeks ahead of schedule. Undercuts should be finished tomorrow, followed by gravel addition and paving after Memorial Day.

Mrs. Kondrat reported Finance and Human Resource Conference last week was very informative, such as:

- New GASB45 requirement addressing "Reporting for Other Post Employment Benefits" (OPEB) will not affect CCRC, though several Road Commissions may have difficulty funding their retiree insurance liability (i.e. health, disability, etc.).
- The Engineering Committee renamed and reallocated some road commission maintenance items; Act51 preparation will be unaffected.

Commissioner Ogden:

- Asked if Barry Loper driveway problem has been resolved. Mr. Harmon is awaiting St. Mary's Cement Company Mine Safety Training Certificates to access gravel for this priority project; Mr. Loper is aware of situation.
- Asked why CCRC no longer places signs informing motorists when projects are township funded; Mr. Harmon said some townships did not want them. The Board directed Mr. Harmon to provide new township signs for those wishing to have information posted.
- Requested Diesenroth property update; Mr. Harmon said CCRC Attorney Joel Wurster continues his research.
- Asked if recently updated 2004 "Standards and Specifications For Plat Condominium and Public Road Development" have been given to entities requiring a revised copy; Mr. Vanek said they have.

Commissioner Saunders attended May 10, 2005 37th District Meeting and reported:

- County Road Association of Michigan (CRAM) director John Niemela recommends all future enhancement projects (like Donegal Bay Non-Motorized Trail) be contracted through MDOT to eliminate Road Commission collection problems.
- Critical Bridge Funds can be used for Holy Island Bridge rehabilitation, which factors each bridges condition, not traffic count.

The Road Commission Board and County Commissioners jointly discussed that, as of July 01, 2005, the Road Commission could be fined if one of our employees smokes in Road Commission owned property (i.e. buildings, vehicles, etc.). Mrs. Kondrat will obtain Northwest Michigan Health Department policy.

Commissioner Way:

- Mowed the US31 bike path May 17, 2005 and suggested the Parks and Recreation Committee consider replacing bridge hardware and boards.
- Requested removal of brine tank upgrade/deletion from pending agenda items. Mr. Harmon and shop foreman Mick Luchenbill inspected used brine truck for sale and found it required several repairs. Mr. Harmon offered \$12,000; the seller declined.

Commissioner Ogden moved to pay bills totaling \$134,905.58, seconded by Commissioner Saunders.

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

Chairman Way adjourned the meeting at 10:40 AM.

MAY 09, 2005

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

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

Commissioner Saunders moved to approve April 25, 2005 regular meeting minutes with the following changes, seconded by Commissioner Ogden.

Line 8: change "March 28" to "April 11"

Line 29: change "Mr. Harmon will attempt to" to "Mr. Harmon plans to"

Lines 57 and 101: change "Phase I" to "Stage I"

Line 112: change "Plan" to "Plat"

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

Mr. Harmon:

- Spoke with the Corps of Engineers, who informed Mr. Harmon there is controversy between Charlevoix Township Pine Point Subdivision residents who have private docks. The Corps of Engineers won't issue permits until CCRC gives approval. Mr. Harmon and the Board agree CCRC would not issue permits for docks.
- Attended a meeting to discuss the Advance Power Plant demolition. There will be one truck loaded per day for approximately 40 days. Eveline Township officials have concerns with heavy trucks traveling Advance Road. Mr. Harmon suggested trucks follow Lakeshore Drive-Boyerne City/East Jordan (BC/EJ) Road route. Commissioner Saunders thought townships could designate truck routes; Mr. Harmon said Bay Township couldn't on Camp Daggett Road, but placed signs suggesting heavy trucks use Horton Bay Road.
- Is unable to attend the May 10, 2005 37th District Meeting due to meeting with labor attorney. Commissioner Saunders will attend the 37th.
- Will instruct shop foreman Mick Luchenbill to write specifications to purchase used brine truck.
- Informed Board 2005 projects will deplete current Sutliff Pit gravel pile and (for budgeting purposes) gravel production will be required this fall.
- Will present Sutliff Pit winter sand production proposal at May 19, 2005 regular meeting.

Commissioner Reinhardt is concerned with heavily loaded trucks using Deer Lake Road. He witnessed five or six in one-half hour. Mr. Harmon said some cannot be avoided due to the new development near Boyne USA golf course.

Mr. Gray asked if Michigan has higher weight limits than surrounding states. Mr. Harmon said Michigan weight limits are 150,000-lbs. compared to 80,000-lbs. in surrounding states (due to automobile manufacturers).

Mrs. Kondrat:

- Presented and reviewed current financial statement.
- Will attend May 10-12, 2005 Finance and Human Resource Business Seminar.

Recessed at 9:50 AM. Resumed at 10:00 AM.

Commissioner Ogden:

- Reminded manager to acquire 2004 brochure information for distribution with 2004 CCRC audit presentation to County Board.
- Requested quarterly attendance report to Board.
- Presented final changes to "Standards and Specifications For Plat Condominium and Public Road Development".

Commissioner Ogden moved to adopt 2004 "Standards and Specifications For Plat Condominium and Public Road Development" revisions as presented, seconded by Commissioner Saunders.

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

Commissioner Ogden moved to pay bills totaling \$58,058.86, seconded by Commissioner Saunders.

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

Chairman Way adjourned the meeting at 10:20 AM.

APRIL 25, 2005

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

Chairman Way, Commissioners Saunders and Ogden, County Commissioners Shirley Roloff and Ron Reinhardt, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Norwood Township trustee Denny Way & Clipperview Subdivision road committee representative Bill Lovett, Bergmann Marina owner Douglas Bergmann and Petoskey News-Review reporter Fred Gray.

Commissioner Saunders moved to approve ~~March 28, 2005~~ April 11, 2005 regular meeting minutes with the following change, seconded by Commissioner Ogden.

Page 1, line 3: change "Roloff, Patrick" to "Roloff, and Patrick"

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

Mr. Harmon presented Beaver Island 23A gravel quote.

Commissioner Saunders moved to authorize the manager to purchase 1,000-cyd 23A manufactured road gravel (\$8.00/cyd totaling \$8,000) from Beaver Island contractor R. Gillespie Enterprises, Inc., seconded by Commissioner Ogden.

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

Denny Way thanked CCRC for 2004 primary Ferry Road reconstruction project engineering services. Norwood Township funded over \$125,000 for said reconstruction and cannot afford additional gravel application per Mr. Vanek's recommendation due to a pending lawsuit and other necessary expenditures. He feels CCRC should fund additional gravel application as necessary to protect 2004 reconstructed portion longevity (2004 engineer estimates-material only: 4" gravel = \$17,000; 6" gravel = \$23,000). The Board explained CCRC is also short on funds. Mr. Harmon will view two exceptionally low areas with Denny Way during current wet season, and report May 9th. Mr. Harmon ~~will attempt plans~~ to send written comment to supervisor Wayne Wynkoop for the May 16th Norwood Township meeting.

Mr. Lovett request Mr. Harmon and Mr. Vanek attend July 2005 Clipperview Subdivision Association meeting to explain differences in three Lakeshore Drive proposals so residents can understand their limitations and make informed decisions. He also expressed appreciation for CCRC road grading through the years. Mr. Vanek will give supervisor Wayne Wynkoop proposals for May 16th Norwood Township meeting.

Commissioner Saunders moved to change the 9:00 AM Monday, May 23, 2005 regular meeting to 9:00 AM Thursday, May 19, 2005 to accommodate the managers vacation, seconded by Commissioner Ogden.

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

Mr. Harmon, who represents Charlevoix County on the Emergency Operations Committee (EOC), reported \$11,500 in Homeland Security Funds were appropriated to purchase an emergency sign trailer; CCRC will fund fabrication. Commissioner Ogden suggested painting the trailer orange, which is more visible and designates a public agency.

Mr. Bergmann continues to be concerned with Boyne City-Charlevoix Road/US31 intersection drainage. He feels one culvert centrally located should replace the two existing culverts during 2005 improvement project. Mr. Harmon said current culverts work efficiently, adding project includes slope restoration with property improvements. Mr. Harmon, Mr. Vanek, Mr. Bergmann and Northwest Design Group (NDG) engineer will conduct on-site review following pre-construction meeting. NDG continues to investigate MDOT highway clear vision right-of-way.

Commissioner Ogden moved to allow H&D, Inc. to close Thumb Lake Road from US131 to Springbrook Road during ~~Phase 1~~ Stage 1 of reconstruction (beginning April 26, 2005 for approximately 4 weeks), seconded by Commissioner Saunders.

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

Mr. Harmon informed all present MERS 59th Annual Meeting is September 20-22, 2005 in Dearborn, Michigan. No Board members plan to attend. Employees will be asked if they wish to send a representative.

Mr. Harmon received a request from Barbara Spencer to designate Mrs. Reddings Trail a Natural Beauty Road (her original request expired after 6 months).

Commissioner Ogden moved to hold Mrs. Reddings Trail public hearing at 10:00 AM June 13, 2005 during their regular Board meeting at the Peaine Township Hall, Beaver Island, seconded by Commissioner Saunders.

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

Mr. Harmon said current legislature would cut the Secretary of State (SOS) budget by \$10 mil, but would then divert \$10 mil from MTF funds to supplement SOS loss. The result would lower CCRC MTF Funds by approximately \$17,705 annually through 2009. Mr. Harmon will send Petoskey News-Review press release this afternoon.

Commissioner Roloff:

- Reported she, Mr. Harmon, and Charlevoix County GIS Coordinator Chris Blough visited Beaver Island last Friday. Street name and address signs were discussed with Beaver Island fire chief and St. James Township supervisor Don Vyse. Several road name changes were noted, which St. James Township will support with resolutions and forward to CCRC. All agreed signs with 9" letters will be placed on main road intersections, and signs with 6" letters will be placed on subdivision and side street intersections. Residents will form a work-bee to place signs, hopefully in early June 2005. Mr. Harmon said the visit went well, other than pressure for CCRC to build a new road commission garage on township donated property, using funds from existing garage sale and a possible grant. Mr. Harmon noted a very costly environmental impact study would be necessary to sell CCRC Beaver Island property. He and the Board agree a new building isn't financially feasible at this time.
- Asked when fence would be placed around cement pad for recycling containers on CCRC Boyne City garage property. Mr. Harmon reported fencing quote was in place, but Wicks Lumber Company sold to SBC, who in turn discontinued said fence sections. CCRC purchasing agent Ken Howard will get quote from Lowe's and Home Depot and forward to the recycling committee for approval before purchase and installation are made.

Recessed at 10:40 AM; resumed at 10:50 AM.

Mr. Vanek:

- Said Thumb Lake Road Reconstruction ~~Phase 4~~ Stage 1 will consist of two operations; first is cut and fill near Hetrick Road, the second is an undercut just west of Slashing Road.
- Reported Boyne City-Charlevoix Road/US31 intersection improvement project April 27, 2005 pre-construction meeting, preceding meeting with Mr. Bergmann. Commissioner Way asked if Charlevoix Township match amount is known. Mr. Harmon said amount would be determined when the updated engineering estimate is revealed at the pre-construction meeting.

Mr. Gray said Wolverine Electric in Advance would be totally demolished by August 2005. Mr. Harmon would like to purchase trolley system and controls from overhead cranes if available. Commissioner Way will investigate and report.

Commissioner Ogden presented "Standards and Specifications For ~~Plan Plat~~ Condominium and Public Road Development" draft to all present for possible adoption at May 9th, 2005 regular meeting.

Commissioner Way said the Ironton Ferry opened on time and new manager Vance Wood reported the new clutches are running smoothly.

Commissioner Saunders requested Holy Island Bridge update. Mr. Harmon talked to NDG Engineer Howard Haselschardt two weeks ago, who stated different options with cost estimates would be completed within two months. Mr. Harmon said future year Critical Bridge funds might be available.

Commissioner Ogden moved to pay bills totaling \$355,039.15, seconded by Commissioner Saunders.

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

Chairman Way adjourned the meeting at 11:15 AM.

APRIL 11, 2005

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

Chairman Way, Commissioner Ogden, County Commissioner Shirley Roloff, and Patrick Harmon attended, along with Petoskey News-Review reporter Fred Gray.

Commissioner Ogden moved to approve March 28, 2005 regular meeting minutes with the following changes, seconded by Chairman Way.

Page 1, line 27: enter "road name and" after "St. James Township"
Page 1, line 33: add "(in Lansing)" after "bid opening".
Page 1, line 43: add "during" after "considered"
Page 1, line 46: change "if not many 2005 township requests." to "in 2005."
Page 1, line 49: change "legislative figures" to "legislators"
Page 2, line 53: add "(R-Bloomfield Hills)" after "Taub"
Page 2, line 54: change "roads should be built " to "road standards should be increased"

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

Mr. Harmon:

- Presented and discussed MDOT Boyne City-Charlevoix Road/US31 intersection reconstruction bid tabulations. Low bidder MDC Contracting, LLC (\$165,733) is 6% above engineers estimate (\$156,082.25). Mr. Harmon said 20% local match is required (just over \$33,000). He will re-contact Charlevoix Township supervisor Dale Glass regarding financial assistance.
- Stated \$124,600 Donegal Bay Non-Motorized Trail MDOT funds have been received and presented CCRC thank you letter to MDOT Director Gloria Jeff.
- Will attend 9:00 AM April 12, 2005 Ironton Ferry Committee meeting with shop foreman Mick Luchenbill (ferry scheduled to open April 15, 2005).
- Presented Michigan County Road Commission Self-Insurance Pool (MCRCSIP) annual liability insurance \$143,443.50 bill, which will be paid April 25, 2005. He explained the \$1,500 increase is less than 1%, and anticipated annual refund at year-end would reduce expense.
- Informed all present 37th District Meeting is Tuesday, May 10, 2005 at Audie's Restaurant in Mackinaw City. He will attend, along with Commissioner Saunders and Mr. Vanek.
- MCRCSIP requested CCRC attend Employment Law Training Program entitled "10 Danger Zones for Supervisors" from 7:30 AM to 3:30 PM June 01, 2005 at the St. Ignace courthouse. Mr. Harmon, road foremen, shop foreman, purchasing agent and Commissioner Saunders will attend.
- Reported lawsuit involving a crash between CCRC driver and motorist on Boyne City-East Jordan Road was settled out of court. Attorney will send CCRC all paperwork copies when signed.
- Said Mr. Vanek is staking Thumb Lake Road this morning with Northwest Design Group. Pre-construction meeting is Wednesday, April 13, 2005. Conflict areas to date are: 1) main, high-pressure natural gas lines buried in the right-of-way; 2) Springbrook Road intersection drainage; and 3) phone line in two undercut areas.
- Rieth-Riley Construction Company, Inc. recently purchased H&D, Inc. New owners will honor 2005 Thumb Lake Road reconstruction contract, and main personnel will remain unchanged.

Chairman Way asked if volunteers are ready to place St. James Township road name and address signs; Commissioner Roloff said yes. Mr. Harmon and Commissioner Roloff will visit Beaver Island April 22, 2005 and present two sign sizes for St. James Township Board to choose from.

Commissioner Ogden:

- Reminded all present the Board is hopeful the Asphalt Share Policy would be reinstated in 2006. He cautioned 2005 expenses depleting Construction Fund, including Barnard Road crack seal and local match for Boyne City-Charlevoix Road/US31 intersection rehabilitation. Mr. Harmon said crack seal should be paid from Preventive Maintenance Fund and the US31 intersection from the General Fund; the Board agreed.
- Asked about 2003 W-2 corrections. Mr. Harmon said CCRC auditor Fred Gardner and Mrs. Kondrat affirmed 2003 computer percentages were correct. Since there was no consistency in errors, the auditor feels there was a program glitch. Corrections may easily be made in-house.
- Requested manager and clerk review CCRC safeguards against check writing errors, especially large amounts (he was referring to a front page article in the Petoskey News-Review April 05, 2005, where a check writing error could cost a local city \$222,000). Mr. Harmon stated he signs all checks, unless he's on vacation.
- Future construction projects with curbed intersections should include longer paved tapers to preclude pavement edge failure caused by overrun.

Chairman Way:

- Received a call last Friday asking if US31 bike path would be swept, he isn't equipped for sweeping. Mr. Harmon said CCRC pickups with brooms could be used.
- Is meeting with St. Mary's Cement Company (formerly CEMEX) owner to discuss CCRC 23A stockpile. He said many original employees remain and there should be no problems. Mr. Harmon will also attend meeting and schedule CCRC crew mine training.

- Asked if Norwood Township Ferry Road gravel contract is ready. Mr. Harmon said estimate was given, but Norwood Township hasn't submitted the signed contract to date.
- Asked if Mr. Harmon awarded 2005 brine contractor. Mr. Harmon has left two unanswered messages (March 29 and April 01, 2005) with low bidder Team Services, and will leave another this week. He talked with second low bidder Ducon Services April 01, 2005 and requested safety data and specification sheets with no results. Mr. Harmon will contact Beckman Production if neither reply. Beaver Island 2005 contract will be awarded to Bay Dust Control to spread 38% brine at \$0.84 per gallon.

Recessed at 10:10 AM, resumed at 10:20 AM.

Commissioner Ogden moved to pay bills totaling \$35,602.44, seconded by Chairman Way.

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

Chairman Way adjourned the meeting at 10:28 AM.

MARCH 28, 2005

In the Chairman's absence, Vice-Chairman Saunders called the meeting to order at 9:00 AM.

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

Commissioner Ogden moved to approve March 14, 2005 regular meeting minutes with the following changes, seconded by Commissioner Saunders.

Page 1, line 16: enter "private road" after "multi-phase"
 Page 1, line 30: add "and Act 621." to end of paragraph.
 Page 2, line 6: change "this garage." to "Boyne City garage."

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

Mr. Harmon:

- Said annual CCRC safety meeting will begin at 7:30 AM April 05, 2005 at St. Matthew Catholic Church in Boyne City. John Wall and Mike Schultz, contracted by the County Road Association Self-Insurance Fund (CRASIF), will present training sessions.
- Was informed by MDOT representative Doug Needham all necessary Donegal Bay Non-Motorized Trail paperwork was received and sent for payment.
- Reported 2003 W-2 problems and amended tax return filing cost to employees. The Board agreed employee auditor costs would be reimbursed. Mrs. Kondrat offered to fill-out simple form if employees wished.

Mrs. Roloff:

- Said the county numbering ordinance will have items corrected; mainly the building department requiring residential green number sign placement before residency. St. James Township road name and address signs will be placed next; volunteers will be requested (i.e. fire department).
- Mr. Harmon asked what type of fence the Recycling Committee prefers around the recycle dumpsters on CCRC Boyne City garage property. Commissioner Roloff requested wooden fence, which CCRC crews will place before landscaping and bins are placed.

Mr. Vanek said MDOT Boyne City Road/US31 Intersection Improvement bid opening (in Lansing) is Friday, April 01, 2005.

The Finance and Human Resource Committee chairman requested Mrs. Kondrat join the Accounting Manual Sub-Committee. The Board approved.

Commissioner Ogden:

- Suggested Mr. Harmon consider replacing Pontiac he currently drives with a full-sized, 4-door, 4WD SUV.
- Noted potholes develop sooner, longer and more vicious on shaded roads. He suggested this be considered during future reconstruction projects, which should include extra heavy cross-sections or curbs.

Commissioner Saunders:

- Asked if primary road re-sealing will be performed ~~in if not many~~ 2005 ~~township requests~~. Mr. Harmon said required Barnard Road crack sealing would use most of the Construction Funds.
- Reported CRAM meeting highlights.
 1. Most ~~legislative figures~~ legislators did not attend.
 2. Legislative sessions, along with Senator Allen and Representative Elsenheimer morning meeting, were not hopeful. There is no interest in Road Commissions funding, including a diesel tax increase. There is only interest in balancing the budget. One hopeful: Representative Taub (~~R-Bloomfield Hills~~) feels funds should be redirected from overhead costs (i.e. sheriff departments, DNR, transits) to road expenses, and roads ~~standards~~ should be ~~built~~ increased to withstand Michigan traffic volumes and weather.
 3. Meetings to be eliminated; 1) the "Library" with Emmet CRC and 2) the 37th District following the Legislative Reception.

Commissioner Ogden moved to pay bills totaling \$157,879.73, seconded by Commissioner Saunders.

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

Vice-Chairman Saunders adjourned the meeting at 9:50 AM.

MARCH 14, 2005

In the Chairman's absence, Vice-Chairman Saunders called the meeting to order at 9:00 AM.

Commissioners Saunders and Ogden, County Commissioner Ron Reinhardt, Patrick Harmon and James Vanek attended, along with Wade Trim representative Dave Drews, McKeough Land Company, Inc. owner Mike McKeough and General Manager Chris McCrumb and Petoskey News-Review reporter Fred Gray.

Commissioner Ogden moved to approve February 28, 2005 regular meeting minutes with the following changes, seconded by Commissioner Saunders.

Page 1, line 4: change "reported" to "reporter"
 Page 1, line 24: remove parenthesis before the word "primary"
 Page 2, line 64: change "curing" to "during"

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

Mr. Drews presented proposed Phase I plans of a multi-phase ~~private road~~ development at Boyne Mountain accessing Deer Lake Road, near Deloy Road.

Mr. Drews presented proposed Phase I Deer Lake Road entrance, development has 147 lots. Per the Road Commissions "*Private Roads Intersecting Public Roads*" policy, developments having over 50 lots require two entrances onto a public road. Mr. Drews explained in 2006 Phase II would satisfy this requirement by constructing the second access onto Metros Road. McKeough Land Company General Manager Chris McCrumb presented a "Letter of Intent", for Board approval, verifying second access construction.

The Board concurred with the Phase I plans as presented and the "Letter of Intent" for the second access point onto Metros Road to be constructed by the year ending 2006. The Board instructed Mr. Harmon and Mr. Vanek to write a letter to McKeough Land Company, Inc. stating the Road Commissions preliminary Phase I approval and to highlight the private development roads shall stay private. Also a value of the improvements within the Road Commission right-of-way shall be submitted to the Road Commission no later than December 1, 2005 to comply with GASB 34 ~~and Act 621~~.

Mr. Harmon and Mr. Vanek opened annual material bids at 10:30 AM Friday, March 4, 2005. Mr. Harmon explained he needs to verify dust control low bidders (Team Services and Ducon Services) products meet bid requirements and all MDEQ approvals are in place.

Commissioner Ogden moved to accept all 2005 Annual Material Bids as presented, and to authorize the manager to purchase annual materials in the best public interest, seconded by Commissioner Saunders.

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

Commissioner Ogden moved to approve the Horton Bay Parade Committee permit application request to allow Boyne City-Charlevoix Road closure in Horton Bay, July 4, 2005 between 12:15 PM and 2:20 PM (sheriff department has approved), seconded by Commissioner Saunders.

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

Board authorized the Manager and Vice-Chairman to sign MDOT Contract Number 05-5045, Control Section STH 15609, Job Number 78209, known as Boyne City Road/U.S.-31 Intersection Improvement project.

Commissioner Ogden moved to transfer \$41,755.48 from the General Fund to the Equipment Fund to secure funds for October 2005 blade purchase (see purchase order #001285 copy attached), seconded by Commissioner Saunders.

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

Mr. Harmon:

- Distributed County Road Association of Michigan e-mail document “*Issues & Talking Points*” to discuss various items when meeting with legislators during 2005 Annual CRAM meeting.
- Seasonal weight restrictions were effective today at 8 AM.
- Beaver Island garage furnace broke last month. Should be repaired this week but need to upgrade heating system to a possible gas infrared tube system similar to ~~this~~ Boyne City garage.
- Donegal Bay Non-Motorized Trail reimbursement check from MDOT hasn’t arrived yet. MDOT final inspection form has been revised and signed by Gary Voogt and Mr. Harmon, but waiting signatures from MDOT officials.
- Reviewed February 24, 2005 MDOT letter regarding MDOT construction oversight charges on Local Agency projects. Mr. Harmon will talk with CRAM regarding this letter.

Commissioner Ogden:

- Inquired about Melrose Township River Road soil boring results. Mr. Vanek stated the soil boring logs have been received from Northwest Design Group. Mr. Ogden suggested starting on a “rough” estimate for the township.
- Requested update on Sharon Diesenroth Townhall Road gating. Mr. Harmon said Joel Wurster is working on it.

Commissioner Saunders:

- Asked about Barnard Road preservation work. Mr. Harmon and Mr. Vanek will be working on a road list for crack sealing this summer.

Commissioner Ogden moved to pay bills totaling \$109,072.55, seconded by Commissioner Saunders.

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

Vice-Chairman Saunders adjourned the meeting at 10:40 AM

FEBRUARY 28, 2005

In the Chairman’s absence, Vice-Chairman Saunders called the meeting to order at 9:00 AM.

Commissioners Saunders and Ogden, County Commissioners Shirley Roloff and Ron Reinhardt, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Petoskey News-Review ~~reported~~ reporter Fred Gray.

Commissioner Ogden moved to approve February 14, 2005 regular meeting minutes with the following changes, seconded by Commissioner Saunders.

Page 1, line 20: change “Counsels” to “Councils”
Page 1, line 25: change “NMG” to “NMCG”
Page 1, line 38: change “with changes,” to “with date corrections,”
Page 2, line 37: change “Public Roads Intersecting with Public Roads” to “Standards and Specifications for Plat Condominium and Public Road Development”

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

All present reviewed “Used Equipment Sale” bid tabulations, opened 2:00 PM February 25, 2005.

Commissioner Ogden moved to sell equipment #198 hot patch trailer to high bidder Falcon RME for \$1,500.00, seconded by Commissioner Saunders.

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

Mr. Harmon explained 2005 Road Certification Map revisions (2005 total mileage is 714.44 (primary 184.47-local 529.97). Road name changes were made, along with:

DELETE:

- That portion of Main Street, Section 27, St. James Township, from Bonner Street south to the end of certification, which is 0.17 miles.

ADD:

- Big Valley Trail, Section 22, Boyne Valley Township, from Old Mackinaw Trail northeast to the end of certification, which is 0.34 miles.
- Pines Meadow Lane, Section 22, Boyne Valley Township, from Old Mackinaw Trail to Big Valley Trail, which is 0.24 miles.
- Valley Vista Court, Section 22, Boyne Valley Township, from Pine Meadow Lane northeast to the end of certification, which is 0.06 miles.

Commissioner Ogden moved to accept 2005 Certification Map as presented, seconded by Commissioner Saunders.

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

Commissioner Ogden moved to appoint Commissioner Saunders as designated voter for 2005 Annual CRAM Meeting, seconded by Commissioner Saunders.

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

CRAM policy recommendations discussed.

Mr. Harmon:

- Presented Marion Township Board February 21, 2005 minutes excerpt listing 2005 Road Improvement projects. Black Road reconstruction from end of current asphalt overlay to Phelps Road is noted, but with only two-inch asphalt surface, which CCRC specifications do not allow. Mr. Vanek will propose 2005 earth and gravel work, with 2006 asphalt surface completion to Marion Township supervisor Bud Boss. Possibly CCRC asphalt share policy will then be in effect.
- Reviewed February 2005 Michigan County Road Commission Self-Insurance Pool (MCRCSIP) Boyne City garage and road survey inspection by Mike Philips.
- Said weight restrictions will soon be implemented as weather dictates.
- Stated upon receipt of free tickets and an offer for a ride to Indianapolis, shop foreman Mick Luchenbill and purchasing agent Ken Howard are attending the national truck show this Wednesday.
- Said Mr. Vanek will prepare Boyne City brine tank removal bid packet for Board and DEQ representative Duke Domke review. Crystal Flash can inexpensively remove and dispose of crude oil in tank. Commissioner Roloff suggested disposing crude oil ~~uring~~ during May 2005 Charlevoix County Recycling clean-up.

Commissioner Roloff is concerned for businesses (Argonne Supper Club, Charleboyne Motel and Bergmann Marina) during BC-Charlevoix Road/US31 Intersection improvement project road closure. Mr. Porath explained the contractor must keep access to businesses.

The Board approved Mrs. Kondrats request for a new lap top computer (no more than \$1,700).

Commissioner Ogden:

- Requested Donegal Bay Non-Motorized Trail funding update. Mr. Harmon received and signed required final acceptance form, and forwarded to MDOT TSC engineer Judy Browning.
- Said "Standards and Specifications for Plat Condominium and Public Road Development" verbiage complete (GASB34 and Act 621 requirements are now included); he will now review cross sections.

Commissioner Ogden moved to appoint manager Patrick Harmon as alternate designated voter for 2005 Annual CRAM Meeting in the event Commissioner Saunders is absent, seconded by Commissioner Saunders.

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

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

10:30 AM-Boyer City-Charlevoix Road/US31 Intersection Improvement Project public hearing attended by Northwest Design Group (NDG) engineer Lucas Porath, and Bergmann Marina owners Doug Bergmann, Sr. & Doug Bergmann, Jr.

Mr. Porath presented and explained plans. Doug Bergmann, Sr. and Jr. are concerned with visibility, drainage, and turning radii. Mr. Porath said turning radii at BC-Charlevoix Road intersecting US31 and Raspberry Lane will be improved, and BC-Charlevoix Road will be raised for better visibility. Mr. Porath, Mr. Vanek and Mr. Harmon will meet the Bergmanns for on-sight drainage review this spring.

Recessed public hearing at 11:00 AM to open "Two 2006 Heavy Duty Work Ready Truck" bids.

11:00 AM: Open "Two 2006 Heavy Duty Work Ready Truck" bids.

<u>CONTRACTOR:</u>	<u>DESCRIPTION:</u>	<u>BID AMOUNT:</u>
Peterbilt of Wisconsin, Inc.	Two 2006, Model 357 Peterbilt Trucks	\$313,230.00
Truck and Trailer Specialties of Boyne Falls	Literature & pricing for equipment only	\$ 59,993.00 per truck

Mr. Luchenbill explained August 2005 production; he will review bids and return later today for discussion.

Resumed public hearing at 11:05 AM.

Doug Bergmann, Jr. presented Bergmann Marina November 2004 property survey. Though paperwork was never filed with Charlevoix County Register of Deeds, MDOT apparently granted old clear vision right-of-way for railroad back to Bergmann Marina; Mr. Porath will revise plans. Mr. Porath explained the 50' curb radius at Raspberry Lane and any drainage corrections would be on a field change order.

Public hearing adjourned at 11:30 AM.

Commissioner Ogden moved to pay bills totaling \$90,009.44, seconded by Commissioner Saunders.

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

Mr. Luchenbill reviewed and approved Peterbilt of Wisconsin, Inc. "Two 2006 Heavy Duty Work Ready Truck" bid and recommended the Board place order.

Commissioner Ogden moved to purchase two new 2006, 357 Peterbilt turn-key trucks from Peterbilt of Wisconsin, Inc. for \$313,230.00, seconded by Commissioner Saunders.

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

Vice-Chairman Saunders adjourned the meeting at 12:05 PM.

FEBRUARY 14, 2005

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

Chairman Way, Commissioners Saunders and Ogden, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with Charlevoix County Planning Department Director Larry Sullivan and Petoskey News-Review Reporter Fred Gray.

Commissioner Ogden moved to approve January 24, 2005 regular meeting minutes with the following changes, seconded by Commissioner Saunders.

Page 2, line 18:	change "or loads on" to "or loads into"
Page 2, line 27:	change "employees should not" to "employees shall not"
Page 2, line 28:	change "employees should not" to "employees shall not"
Page 2, line 52:	change "Requirements For Private Roads" to "Requirements For Public Roads"
Page 3, line 10:	delete "off"
Page 4, line 15:	add "Mr. Harmon and Mr. Vanek will continue investigation."
Page 4, line 17:	change "Mr. Vanek sent" to "Mr. Vanek said"

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

Mr. Sullivan said Northwestern Michigan ~~Councils~~ Councils of Government (NMCG) contacted him about establishing a Pollution Prevention and Energy Efficiency Center (P2/E2 Center). Funding is available to have an engineer investigate three Charlevoix County buildings for heating and electrical efficiency, which would result in an energy efficiency audit. The Charlevoix County Board and their Building and Grounds Committee selected the Charlevoix County building, the CCRC Boyne City building and the Sheriff Department building for said program. ~~NMG~~ NMCG is trying to secure a grant for low interest loans for participants interested in proceeding with audit recommendations, however there is no obligation.

Mr. Sullivan said Top O Michigan Trails Council representative contacted him requesting Transportation Act Enhancement TEA21 funding for a non-motorized trail from Boyne City to US31. They require two viable applicants, suggesting the City of Boyne City and the Charlevoix County Road Commission. Commissioner Ogden recommended asking Charlevoix County Transit.

Commissioner Ogden moved to accept “2005 Transportation Permit Fees” as presented, seconded by Commissioner Saunders.

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

Commissioner Ogden moved to accept “2005 Permit Fees” with ~~changes~~ date corrections, seconded by Commissioner Saunders.

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

Commissioner Ogden moved to accept Policy #89-4 entitled “Work Within The Right-of-Way from November 15 to April 15” revisions, seconded by Commissioner Saunders.

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

Mr. Harmon:

- Presented and discussed Task Force 10-A County Balance Sheet.
- Presented Falcon Road Maintenance Equipment February 07, 2005 correspondence requesting to purchase CCRC #198 Hot Patcher. After discussion, all present agreed bids shall be taken for said equipment.

Commissioner Ogden moved to open Used Equipment #198 bids at 2:00 PM February 25, 2005, seconded by Commissioner Saunders.

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

The Board approved Mrs. Kondrats Finance & Human Resource Committee reappointment through CRAM.

Mr. Luchenbill presented truck specification for Board review, explaining dump boxes and sanders are 100% stainless steel.

Commissioner Saunders moved to open “Two 2006 Single Axle Heavy-Duty Work-Ready Trucks” at 11:00 AM February 28, 2005, seconded by Commissioner Ogden.

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

Mr. Luchenbill said new Ironton Ferry clutches are installed, and CCRC mechanics have begun preparations for April 15, 2005 opening.

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

All Board members are unable to attend April 10-12, 2005 Commissioners Seminar in Traverse City.

Mr. Luchenbill compiled several obsolete items after cleaning the stock room. He will inventory and tag said items; sealed bid opening to be set at a later date.

Peaine Township supervisor John Works informed Mr. Harmon trees were "girdled" along natural beauty Westside Road, affecting three property owners. Police are investigating this civil infraction. CCRC will remove unsalvageable trees this spring.

Mr. Harmon said 2005 Certification Map will be ready for approval prior to March month-end.

Commissioner Ogden:

- Requested Townhall Road update. Mr. Harmon has given information to CCRC Attorney Joel Wurster, who will respond in writing after review.
- Requested Donegal Bay Non-Motorized Trail payment update. Mr. Harmon received MDOT-Lansing e-mail, which is requiring more stipulations before payment is made.
- Asked about Eveline Township requested road priority list. Mr. Harmon and Mr. Vanek completed and mailed list; township hasn't replied to date. Mr. Harmon and Mr. Vanek are currently working on South Arm requested road priority list.
- Recommended grouting riprap on Anderson Road culvert project. Mr. Vanek said culvert portion of project is complete, and will add grout when riprap is done this spring.
- Will begin working on "~~Public Roads Intersecting with Public Roads~~" "Standards and Specifications for Plat Condominium and Public Road Development" specifications this week for future Board presentation.

Commissioner Saunders recommended having Northwest Design Group engineer attend BC-Charlevoix/US31 Intersection Improvement Project public hearing with plans for attendees. Mr. Vanek said Mr. Porath will attend.

Carl Price asked Commissioner Way if Pincherry Road culvert is complete; Mr. Vanek said it was complete last fall, including riprap, seed and mulch. Commissioner Way requested Mr. Vanek call and inform Mr. Price.

Commissioner Way asked if Brock Road stakes in road right-of-way were pulled. Mr. Harmon said CCRC forces removed 18 stakes, which are being stored in the Ironton garage until Mr. Cisne pays costs incurred for removal.

Commissioner Saunders moved to pay bills totaling \$53,623.97, seconded by Commissioner Ogden.

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

Chairman Way adjourned the meeting at 11:15 AM.

JANUARY 24, 2005

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

Chairman Way, Commissioners Saunders and Ogden, County Commissioners Shirley Roloff and Ron Reinhardt, Patrick Harmon, James Vanek and Shelley Kondrat attended, along with CEMEX Plant Manager Bud McCormick and Petoskey News-Review reporter Fred Gray.

Commissioner Ogden moved to approve January 10, 2005 regular meeting minutes with the following changes, seconded by Commissioner Saunders.

- Page 1, line 3: change "Chairman Saunders, Commissioners Way," to "Commissioners Saunders, Way"
- Page 1, line 10: change "election" to "for"
- Page 1, line 19: change "election" to "for"
- Page 1, line 20: change "Chairman" to "Vice-Chairman"
- Page 1, line 20: change "Commissioner Way." to "Chairman Way."
- Page 2, line 7: change "Road Intersection" to ""Roads Intersecting"
- Page 2, line 8: change "intersection" to "intersecting"
- Page 2, line 26: delete ", even the truck drivers make more than her."
- Page 2, line 38: change "also doesn't have to gumption" to "is unable"
- Page 3, line 13: change "Temporary Clerk" to "Staff Engineer"

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

Commissioner Ogden moved to open 2005 Annual Material bids at 10:30 AM March 04, 2005, seconded by Commissioner Saunders. (Bid tabulations will be presented to Board at March 14, 2005 regular meeting).

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

Commissioner Ogden moved to change the 9:00 AM February 25, 2005 regular Board meeting to 9:00 AM February 28, 2005, and the 10:30 AM February 25, 2005 Boyne City-Charlevoix Road/US31 intersection improvement project public hearing to 10:30 AM February 28, 2005, seconded by Commissioner Saunders

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

CHARLEVOIX COUNTY ROAD COMMISSION

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

POLICY TITLE:	INDEX NO:	<u>2005-1</u>
<u>USE OF INFORMATION SYSTEMS / E-MAIL</u>	ADOPTED:	<u>01/24/2005</u>

PURPOSE

To establish guidelines for the proper use of Road Commission information systems / e-mail by Road Commission employees; and to prohibit inappropriate use thereof by such employees.

STATEMENT OF POLICY

The Road Commission has legitimate concerns regarding the manner in which its information systems / e-mail may be utilized.

USE OF INFORMATION SYSTEMS / E-MAIL

The electronic mail and other Commission information systems are not to be used in a way that may be disruptive, offensive to others, or harmful to morale. There is to be no display or transmission of sexually explicit images, messages, or cartoons, nor any transmission or use of e-mail or voice-mail communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, height, weight, age, disability, or religious or political beliefs. Violation of this policy will result in appropriate disciplinary action. Employees' communications and use of the e-mail, computer, internet, and voice mail systems will be held to the same standard as all other business communications, including compliance with the Commission's equal employment opportunity and anti-harassment policies. The Commission should immediately be notified of any unsolicited, offensive material received by any employee on any of these systems.

E-mail is the equivalent of a business memorandum. Words and messages shall be prudently selected. Employees shall not commit to e-mail what they would not readily commit to a business memorandum. Employees shall be professional in their use of the computer and e-mail system.

Employees shall use the information systems for Commission purposes only. These systems were placed to facilitate employees' ability to efficiently do their job. To that end, these systems are provided solely for business purposes. The information systems shall not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

The e-mail, computer, Internet, and voice mail systems are Commission property. Anything an employee creates or loads ~~on~~ into the system becomes Commission property. All electronic and voice mail messages are the Commission's records. The Commission reserves the right to access, monitor, copy, review, download, and disclose all messages, communications, and files created or maintained on these systems, at any time and for any business purpose, without prior notice to the employee.

Employees are hereby notified they have no expectation of privacy when using Commission information systems. If e-mail is deleted from employee screens, it is not deleted from the system and can still be accessed. The same is true even if employees have private code words for e-mail access. While management reserves the right to enter an employee's information systems' file whenever there is a business reason to do so, non-management employees ~~should~~ shall not attempt to gain access to another employee's information systems' file without the latter's express permission. Non-management employees ~~should~~ shall not access anything, which is designated "confidential" without first receiving proper authorization from management.

Employees shall not transmit or disclose any of the Commission's confidential information on the information systems without proper management authorization. Even after receiving such authorization, employees shall only send materials

of a sensitive nature or which constitute "confidential information" on the Internet if the materials are properly encrypted to prevent third-party interception. Employees must treat this information in a secure manner at all times.

Some information on the Internet may be protected by copyright law. Before downloading any information from the Internet, creating Web pages with links to other materials, or copying or using a third party's materials, employees shall first consult with management.

Compliance with this information systems policy is a term and condition of employment. Failure to abide by these rules or to consent to any interception, monitoring, copying, reviewing, or downloading of any communications or files will result in discipline, up to and including termination.

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

I certify this is a true Policy copy adopted by the Charlevoix County Road Commission Board at their January 24, 2005 regular meeting.

Shelley Kondrat, Clerk

Commissioner Ogden moved to adopt Policy #2005-2 entitled "Requirements For ~~Private~~ Public Roads Intersecting Private Roads", seconded by Commissioner Saunders.

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

9:15 AM: Cemex Plant Manager Bud McCormick accepted recognition plaque for material donation to Charlevoix County Road Commission for 2004 gravel production.

Commissioner Ogden moved to designate the Chairman and the Manager to sign O.I.L. Energy Corporation Division order, seconded by Commissioner Saunders.

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

Mr. Harmon presented seasonal Townhall Road information, stating property owner Sharon Diesenroth gated it ~~off~~ several years ago. Currently O.I.L. Energy has several gas wells in the area and have begun using the road daily. Mr. Harmon will contact CCRC Attorney Joel Wurster for direction.

Commissioner Saunders moved to accept the following proposed pay scale and wage increases, seconded by Commissioner Ogden:

2005 ADMINISTRATIVE WAGE SCALE

MANAGER	\$2,357.11	BI-WEEKLY	
BOARD CLERK	\$ 14.42	TO	\$19.53
STAFF ENGINEER	\$ 15.38	TO	\$20.62
STAFF ENGINEER (P.E.)	\$ 15.38	TO	\$21.11
PAYROLL/ACCOUNTS PAYABLE CLERK	\$ 11.62	TO	\$15.92
ROAD FOREMAN	\$ 14.42	TO	\$18.92
SKILLED FOREMAN (MECHANIC)	\$ 14.90	TO	\$19.52
PURCHASING AGENT	\$ 12.02	TO	\$16.60
ADNMINISTRATIVE ASSISTANT	\$ 14.00	TO	\$15.38
OFFICE ASSISTANT	\$ 8.00	TO	\$11.51

Road Commissioners approval of the following wage increases is without precedent.

Clerk:

2.5% increase effective July 01, 2004 through December 31, 2004
2.0% increase effective January 01, 2005

Shop Foreman:

2.5% increase effective July 01, 2004 through December 31, 2004
2.0% increase effective January 01, 2005

Accounts Payable/Payroll Clerk:

2.5% increase effective July 01, 2004 through December 31, 2004
January 01, 2005 Equity Adjustment of \$2.50 per hour in lieu of the 2% increase

All increases shall be retroactive payment at straight time for all hours worked.

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

Commissioner Reinhardt attended Wilson Township meeting at which a special assessment district was being discussed to upgrade a portion of seasonal Zink Road. Mr. Vanek gave Commissioner Reinhardt Seasonal Road Upgrade Policy copy. Commissioner Ogden noted obtaining right-of-way could be a “stumbling block”.

Commissioner Roloff asked if \$124,600 was received from MDOT for Donegal Bay non-motorized Trail; Mr. Harmon said no, but he and Mr. Vanek filled out and mailed requested form three weeks ago. Mrs. Kondrat will call Lansing for update.

Commissioner Ogden moved to transfer \$148,230 (\$198,230 purchase less \$50,000 trade-in allowance) from the Equipment Fund to the General Fund to pay Michigan Cat for the 2005 140H Caterpillar Motor Grader purchase, seconded by Commissioner Saunders.

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

Mr. Harmon:

- Informed all present he received a call from United States Representative Bart Stupak’s office asking if CCRC wishes to resubmit \$1.3 million TEA21 Federal Highway reauthorization request for Springvale Road from US131 east to River Road, continuing north on River Road to Bear River Road, continuing west on Bear River Road to US131 reconstruction; Mr. Harmon said yes. If the funds are granted there may be a 20% local match.
- Reported CRAM Administrator John Niemela is adamant about all Michigan counties being represented at the National Association of County Engineers (NACE) Annual April 2005 meeting in Bismarck, North Dakota. All present agree Mr. Vanek should attend. Mrs. Kondrat will arrange accommodations and registration; Mr. Vanek may ride with Emmet CRC attendees.
- Updated all present on Villa de Charlevoix intersection light request (Boyne City Road at Sumner Road). Crash data inspection showed only a few vehicle/animal collisions. **Mr. Harmon and Mr. Vanek will continue investigation.**

Mr. Vanek ~~sent~~ said grant application for Anderson Road crossing Porter Creek culvert replacement has been approved, and DEQ permit is secured. The current 3’ culvert will be replaced with a 5’ elliptical culvert and will have end-grating to deter beaver dams.

Commissioner Saunders requested Holy Island Bridge update. Mr. Harmon has nothing new to report.

Chairman Way:

- Said Ironton Ferry has a new manager (Vance Woods). Former manager Bob Curtis will train Mr. Woods and continue as a deck hand.
- Said Ironton Ferry clutches will be installed before opening for 2005 season.
- Attended Parks and Recreation Committee Meeting to discuss Way Transportation mowing US31 bike path. Way Transportation will submit proof of insurance to County Clerk and have flashing lights installed on tractors to alert the public when mowing.
- Attended County Board meeting and thanked them for his Road Commission Board 6-year reappointment.

Commissioner Ogden moved to pay bills totaling \$124,921.56, seconded by Commissioner Saunders.

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

Commissioner Ogden moved to pay \$148,230 to Michigan Cat for #079 Motor Grader purchase (upon fund transfer from Treasurer’s Office and when shop foreman verifies grader meets specifications), seconded by Commissioner Saunders.

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

Chairman Way adjourned the meeting at 10:55 AM.

JANUARY 10, 2005

In the clerks absence, Patrick Harmon called the meeting to order at 9:00 AM.

~~Chairman Saunders~~, Commissioners Saunders, Way and Ogden, County Commissioners Shirley Roloff and Ron Reinhardt, Patrick Harmon and James Vanek attended, along with Petoskey News-Review reporter Fred Gray.

Mr. Harmon opened the floor for 2005 Chairman nominations.

Commissioner Ogden nominated Commissioner Way for 2005 Chairman.

Commissioner Ogden moved to close nominations and cast a unanimous ballot ~~election~~ for Commissioner Way 2005 Chairman, seconded by Commissioner Saunders.

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

Commissioner Way opened the floor for 2005 Vice-Chairman nominations.

Commissioner Ogden nominated Commissioner Saunders for 2005 Vice-Chairman.

Commissioner Ogden moved to close nominations and cast a unanimous ballot ~~election~~ for Commissioner Saunders 2005 Vice-Chairman, seconded by ~~Commissioner~~ Chairman Way.

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

Note: For public purposes, the Board noted CCRC follows Roberts Rules of Order.

Commissioner Ogden moved to approve December 30, 2004 regular meeting minutes with the following changes, seconded by Commissioner Saunders.

- Page 4, line 16: change “recommended” to “suggested”
- Page 4, line 21: delete “s” on slabs and add “project” after “slab” and “for recycling” after “containers”
- Page 4, line 22: add “d” on “place”
- Page 4, line 28: add “(Slashing Road to west of Hetrick Road)” after “reconstruction”
- Page 6, line 4: change “preventative” to “preventive”

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

Northwest Design Group design engineer Lucas Porath presented Boyne City Road and U.S. 31 2005 Intersection Construction “Maintaining Traffic” proposal.

At a January 4, 2005 meeting with MDOT’s Traverse City TSC officials, it was determined that closing the intersection project and establishing a detour route would be the best alternative, thereby minimally impacting traffic on U.S. 31 and Boyne City Road intersection.

Advantages of closing the intersection would include construction cost savings, reduction in construction duration and overall job safety. The Board concurred the intersection closure is a good idea.

Vanek informed all the project has an April MDOT job letting.

Commissioner Ogden moved to schedule a public hearing for the Boyne City Road-U.S. 31 construction project for February 28, 2005 at 10:30 A.M., seconded by Commissioner Saunders.

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

Commissioner Ogden moved to rescind his previous motion and to change the February 28, 2005 regularly scheduled meeting to February 25, 2005 at 9:00 A.M., and to schedule a public hearing for the Boyne City Road-U.S. 31 construction project for February 25, 2005 at 10:30 A.M., seconded by Commissioner Saunders.

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

The Board reviewed and commented on the proposed “Requirements For Private Road ~~s Intersection Intersecting~~ Public Roads”. County Commissioner Reinhardt questioned the situation of a private subdivision road ~~intersection intersecting~~ a seasonal road. The Board stated that although not specifically addressed, the Developer would have to follow requirements for “gravel on gravel” entrances, but will draft language to address this specific situation and present at the next meeting.

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

Mr. Harmon:

- Informed Board of the January 11, 2005 37th Senatorial District meeting at 9:30 A.M. in St. Ignace.

Road Commission Accounts Payable/Payroll Clerk Evelyn Davis addressed the Board to discuss her current wages, as follows:

- Handed out an Antrim County Road Commission salary survey and noted her wage is below everybody on this survey with similar job classifications.
- Stated she is the road commissions "Front Door" and is very sympathetic to all callers.
- Highlighted various job aspects and duties.
- Stated she wrote a letter to Mr. Harmon regarding a raise and Mr. Harmon said that raises would be reviewed at the beginning of the year.
- Handed out a MERS report showing other road commission employee's monthly wages and commented she is the lowest paid, ~~even the truck drivers make more than her.~~

Commissioner Ogden commented that truck driver positions require a CLD license and various other endorsements; the staff engineer position requires a college degree. Ms. Davis responded that she has an Associate's Degree in Accounting.

- Ms. Davis stated that it is her understanding the previous Payroll/Accounts Payable Clerk made a "terrible mess" of accounts payable and payroll and was earning \$13.00 per hour, while she is only making \$9.87 per hour and does a good job.
- The Board questioned Ms. Davis regarding her tardiness. Ms. Davis responded that she was only one to two minutes late a week, she has a 16 year old car and ~~also doesn't have to gumption is unable~~ to pass slow vehicles.
- Ms. Davis stated that she doesn't think \$11.00 per hour is good enough.

Ms. Davis concluded her presentation and left the meeting. The Board continued wage rate deliberations for the Clerk, Shop Foreman and Accounts Payable/Payroll Clerk. The Board instructed Mr. Harmon to prepare a wage rate recommendation for these three positions for the January 24, 2005 meeting.

Commissioner Ogden:

- Inquired about Donegal Bay Bike Path reimbursement. Mr. Harmon explained that unbeknown to him, a MDOT 802 Form had to be submitted by the Road Commission for reimbursement. The reimbursement form has been completed and sent to MDOT.

Commissioner Saunders:

- At the October Annual Township Meetings, the Road Commission promised the townships a response regarding 2005 Road Commission Cost Share Policy status.

Mr. Harmon recommended to continue the Gravel Share Policy, Sealcoat Policy (road commission paying \$2,000/Mile of township funded sealcoat projects), and pay all engineering for township funded road construction projects. Commissioner Ogden will prepare a letter for the Board to sign explaining the 2005 Road Commission Share Policies.

Commissioner Ogden moved to pay bills totaling \$33,310.42, seconded by Commissioner Saunders.

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

Chairman Way adjourned the meeting at 11:15 AM