

2012 CHARLEVOIX COUNTY ROAD COMMISSION MINUTES

PLEASE SCROLL DOWN TO VIEW PREVIOUS DATES

DECEMBER 24, 2012

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee & Ogden, County Commissioners Ron Reinhardt and Shirlene Tripp, CCRC manager Patrick Harmon and CCRC clerk Shelley Kondrat attended, along with CCRC retiree Randy Thompson.

Commissioner Ogden moved to accept December 10, 2012 regular meeting minutes as presented, seconded by Commissioner MaGee.

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

Mr. Harmon presented a plaque to Mr. Thompson, thanking him for his 37 years and 10 months of service to the Road Commission.

Commissioner Ogden moved to adopt the following 2013 Administrative Wage Scale, and wage rates effective first full pay period in January, seconded by Commissioner MaGee.

<u>POSITION</u>	<u>2013 WAGE SCALE</u>
Manager (salary)	\$2,654.43 / bi-weekly
Board Clerk	\$14.42 to \$19.92/hour
Staff Engineer	\$15.38 to \$21.19/hour
Staff Engineer (P.E.)	\$15.38 to \$21.53/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 \$19.89/hour
Purchasing Agent	\$12.02 to \$17.69/hour
Administrative Assistant	\$14.00 to \$15.38/hour
Office Assistant	\$10.00 to \$13.51/hour
Janitor (Part-time; no benefits)	\$14.00 to \$15.00/hour

<u>POSITION</u>	<u>2013 WAGE RATE</u>
Manager	\$2,654.43/bi-weekly
Staff Engineer	\$ 21.19/hour
Board Clerk	\$ 19.61/hour
PR/AP Clerk	\$ 13.64/hour
Road Foreman-Boyne City	\$ 16.32/hour
Road Foreman-Ironton	\$ 18.37/hour
Skilled Foreman (Mechanic)	\$ 19.89/hour
Purchasing Agent	\$ 17.69/hour
Office Assistant	\$ 10.20/hour

The motion also includes a \$500 lump sum payment, same as the Road Commissions union contract with Teamsters State, County and Municipal Workers – Local Union No. 214 (effective October 1, 2012 through September 30, 2015) Section 6. Lump Sum Payments. which reads, in part, "Effective the first full payroll period after the signing of this Agreement, bargaining unit employees will receive a lump sum payment in the amount of five hundred dollars (\$500.00). This payment will not be rolled into base wage. An employee may voluntarily direct payment into a qualified Health Savings Account".

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

Mr. Harmon:

- Presented email from Sumner Road resident Bob Nakoneczny regarding encroachments on Sumner Road public access to Lake Charlevoix (see December 10, 2012 regular Board meeting minutes lines 51-62). Mr. Harmon met

with CCRC attorney Joel Wurster who suggested referring Mr. Nakoneczny (and Mr. Koss) to a local mediation service for assistance.

- Is investigating a 10-acre parcel on Barney's Lake Road for the proposed Beaver Island multi-modal transportation building. Northwest Design Group (NDG) determined the building will fit this location other than a small corner of the driveway crossing neighboring property. NDG engineer Howard Haselschwardt and Mr. Harmon will visit on-site when weather permits.
- Explained CCRC must find a new, higher radio tower location due to upcoming digital transmission. Possibly others will share building and using a tower to keep costs down; new tower alone will cost approximately \$100,000, plus annual expenses.

Commissioner MaGee moved to pay bills totaling \$113,183.09, seconded by Commissioner Ogden.

➤ Roll Call VOTE: Ayes: MaGee, Ogden, Way Nays: None Motion carried.

Chairman Way adjourned at 10:05 AM.

DECEMBER 10, 2012

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee & Ogden, County Commissioner Ron Reinhardt, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Shelley Kondrat attended, along with Bay Township residents Bob Nakoneczny and Ken Koss.

Commissioner MaGee moved to accept November 26, 2012 regular meeting minutes as presented, seconded by Commissioner Ogden.

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

The Road Commission Board signed the 2012/2013 road maintenance agreement between CCRC and the Grand Traverse Band of Ottawa and Chippewa Indians. The agreement provides service comparable to that of normal certified roads to two short tribal roads in Eveline Township held in trust by the Federal Government's Bureau of Indian Affairs.

Mr. Harmon explained MDOT gave the Council of Governments control of the Local Map 21 Task Force Meetings, the next meeting will be 7:00 PM Tuesday, December 18, 2012 at the Boyne City Hall auditorium located at 319 N. Lake Street, Boyne City, MI 49712.

Commissioner MaGee moved to enter closed session at 9:30 AM to discuss union negotiations, seconded by Commissioner Ogden.

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

Commissioner MaGee moved to adjourn the closed meeting at 9:40 AM and re-enter regular session, seconded by Commissioner Ogden.

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

Mr. Harmon said the union has ratified the 3-year contract (10/01/12 through 09/30/15) and that Public Act 152 disallows back pay.

Commissioner Ogden moved to accept and sign the contract between the Board of County Road Commissioners of Charlevoix County & Teamsters State, County and Municipal Workers – Local Union No. 214 effective October 1, 2012.

Commissioner MaGee seconded the above motion.

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

The Board directed Mrs. Kondrat to notify the Michigan Employees Retirement System (MERS) of the following contract change:

Page 37, Article 56. PENSION in part:

Employees hired on or after signing of this Agreement shall participate in the MERS C-1 New Plan with V-6 rider. The Employer's maximum contribution to said plan shall not exceed ten percent (10%) of base compensation.

Mr. Nakoneczny and Mr. Koss complained Pat McNamara, whose Sumner Road property abuts Lake Charlevoix public access in Bay Township, has placed encroachments within the 22-foot public access and road right-of-way, preventing others from using the public access. Encroachments causing safety issues include boulders, drainage ditching, a "Do Not Enter – Private Driveway" sign, a 10-foot fence, in-ground sprinkler system, a 10-inch square curb, etc. Commissioner Reinhardt noted removing survey stakes is illegal and suggested setting a trail camera to film the person removing them.

The Board and Mr. Harmon suggested Mr. Nakoneczny, Mr. Koss and other concerned citizens send written requests to the Charlevoix County prosecutor to investigate the encroachments, because there is an August 11, 1994 court order by Circuit Court Judge Richard Pajtas establishing a 22-foot wide public access to the waters of Lake Charlevoix. Mr. Harmon will contact CCRC Attorney Joel Wurster for guidance.

Recessed at 10:20 AM; resumed at 10:25 AM.

Commissioner Ogden moved to approve the proposed Amendment recommended by the County Road Association of Michigan (CRAM) Board of Directors, seconded by Commissioner MaGee.

Insert a new subdivision VIII in Article VIII, as follows:

SECTION 1, VIII. For the fiscal year ending March 31, 2013, there shall be a one-time special assessment of \$1,000 to each member to be used by the association to provide necessary advocacy resources to be strategically poised for addressing transportation funding issues in a proactive manner. The amount shall be billed to the membership immediately upon adoption of this Amendment.

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

Commissioner Ogden requested proposed Beaver Island multi-modal transportation building update; to alleviate the deed restrictions on the currently proposed building site Mr. Harmon asked for a purchase price for the 2 lots (5.5 acres) abutting the back of the proposed building site; owner Jon Bonadeo is asking \$135,000. Mr. Harmon believes the price justifies exploring other locations.

Commissioner Reinhardt noted Bob Mores is doing a great job trapping beaver along Korthase Road, resolving drainage issues.

Commissioner Ogden moved to pay bills totaling \$34,461.18, seconded by Commissioner MaGee.

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

Chairman Way adjourned at 10:55 AM.

NOVEMBER 26, 2012

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee & Ogden, County Commissioner Ron Reinhardt, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Shelley Kondrat.

Commissioner Ogden moved to accept November 12, 2012 regular meeting minutes as presented, seconded by Commissioner MaGee.

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

(NOTE: The Charlevoix County Clerks office, in conjunction with their legal counsel, prepared and sent the following resolution to the Road Commission for acceptance and signature. The resolution addresses funding procedures for rebuilding the Boyne City-Charlevoix Road, which was completed early fall of 2012. The County Board Chairman signed the resolution November 14, 2012; the Road Commissions Chairman signed the resolution November 26, 2012, thus creating a joint resolution).

ROAD IMPROVEMENT AGREEMENT RESOLUTION

WHEREAS, there was \$2,000,000.00 transferred from the general fund to the county road fund for road repairs; and

WHEREAS, an agreement has been created and the Charlevoix County Road Commission acknowledges that there will be a \$200,000.00 annual installment from the usable road fund repair to the general fund; and

NOW THEREFORE BE IT RESOLVED that the Charlevoix County Board of Commissioners accepts the above outlined Agreement and authorizes the Chairman to sign said document.

The Agreement:

**AGREEMENT CONCERNING
ROAD IMPROVEMENT PROJECT**

THIS AGREEMENT shall be deemed effective November 30, 2012 between Charlevoix County, a Michigan political subdivision, whose address is 203 Antrim St., Charlevoix, Michigan 49720 (County) and the Charlevoix County Road Commission, a Michigan municipal corporation, whose address is 1251 Boyne Avenue, P.O. Box 39, Boyne City, Michigan 49712 (Road Commission).

Recitals

- A. MCL 247.121 authorizes the Board of Commissioners to transfer a surplus in the county general fund to the county road fund to be used for the construction, maintenance, and repairs of roads under the jurisdiction of the Road Commission.
- B. On October 26, 2011 and March 14, 2012, the Board of Commissioners approved transfers from the county general fund to the county road fund in the total amount of \$2 million for the purpose of making improvements to the Boyne City – Charlevoix Road.
- C. Pursuant to MCL 224.20b the electors of the county approved a county road millage, the revenue from which that is allocated to the county road fund is required to be expended by the Road Commission exclusively for highway, road and street purposes.
- D. At the time the above transfers were approved, the parties intended that the transferred funds would be used by the Road Commission to complete the improvements to the Boyne City – Charlevoix Road and that the funds transferred would be repaid to the general fund from the county road millage fund in ten (10) annual installments of \$200,000.
- E. The parties, therefore, desire to specify their respective rights and obligations in this written Agreement.

Agreement

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

- 1. The Board of Commissioners hereby reaffirms the transfers from the county general fund to the county road fund that were approved on October 26, 2011 and March 14, 2012 in the total amount of \$2 million for the purpose of making improvements to the Boyne City-Charlevoix Road.
- 2. The Road Commission hereby agrees that the County Treasurer shall transfer from the county road millage fund to the county general fund the amount of \$200,000 on or before May 1, 2013 and annually thereafter on or before the same date each year for a period of ten (10) years, or until the \$2 million has been fully repaid to the county general fund.
- 3. This Agreement may be amended by the mutual consent of both parties that is documented in writing and signed by both parties.

This Agreement has been approved by the Charlevoix County Board of Commissioners and, the Charlevoix County Road Commission and has been executed by a duly authorized representative. This Agreement shall be deemed effective on the date first above written.

Charlevoix County Board Chair Joel Evans and Chairman Way signed the Agreement.

Commissioner Ogden moved to pay bills totaling \$386,052.91, seconded by Commissioner MaGee.

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

Chairman Way adjourned at 9:35 AM.

NOVEMBER 12, 2012

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee & Ogden, County Commissioners Ron Reinhardt and Shirlene Tripp, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek, CCRC Boyne City garage road foreman Randy Thompson and CCRC clerk Shelley Kondrat attended, along with Mike Skop.

Commissioner MaGee moved to accept October 22, 2012 regular meeting minutes as corrected, seconded by Commissioner Ogden.

Page 2, line 53: Add "(Note: ribbon cutting has subsequently been postponed until spring of 2013)." after "for this project."

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

Mr. Vanek:

- Presented the latest Construction Status Report, showing final quantities, costs and completion dates, except for the Boyne City-Charlevoix Road projects.
- Agrees with the following contractors project quantities:
 1. M&M on Boyne City-Charlevoix Road federal portion (Sumner Road to Stephens Road) quantities, which have been sent to MDOT Traverse City TSC engineer, Judy Browning.
 2. M&M on Boyne City-Charlevoix Road countywide millage portion (Sumner Road to Stephens Road) quantities; in conjunction with federal portion.
 3. Payne & Dolan, Inc. on Boyne City-Charlevoix Road countywide millage portion (Stephens Road to Western Avenue) quantities.
- Reported Springbrook Road bridge placement exceeds engineers estimate by \$15,000 due to additions requested by Kim Balke, Conservation Resource Alliance biologist (planting trees, placing riprap, etc.), mainly outside CCRC right-of-way.

Mr. Harmon reported title search on Beaver Island township owned property earmarked for the new multi-modal transportation building has a deed restriction, the back lots must be left natural. Mr. Harmon sent packets to Peaine & St. James Townships for review to hopefully remove the restriction.

Commissioner Ogden recommended 2013 truck specifications be formulated for subsequent bid; Mr. Harmon will direct shop foreman Mick Luchenbill to expedite them.

Chairman Way stated the Ironton Ferry is scheduled to close for the season Wednesday, November 21, 2012.

Commissioner Ogden moved to pay bills totaling \$187,639.95, seconded by Commissioner MaGee.

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

Chairman Way adjourned at 10:40 AM.

OCTOBER 22, 2012

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee & Ogden, County Commissioner Ron Reinhardt, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Shelley Kondrat attended.

Commissioner Ogden moved to accept October 22, 2012 regular meeting minutes as corrected, seconded by Commissioner MaGee.

Page 2, line 49: change "pylons" to "pilings"

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

MDOT STATE TRUNKLINE MAINTENANCE CONTRACT NO. 2012-0500 RESOLUTION

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

WHEREAS, the Michigan Department of Transportation (MDOT) and the Charlevoix County Road Commission (CCRC) are considering entering into the MDOT State Trunkline Maintenance Contract No. 2012-0500; and

THEREFORE, BE IT RESOLVED, MDOT and CCRC agree to accept MDOT State Trunkline Maintenance contract number 2012-0500 effective October 1, 2012 through September 30, 2016; and the Board hereby authorizes the manager Patrick Harmon and the chairman Doug Way to sign the contract, and

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

Resolution adopted by the following voice vote:

Ayes – MaGee, Ogden, Way
Nays – None

I certify this to be a true **RESOLUTION** copy made and adopted at the Charlevoix County Road Commission October 22, 2012 regular Board meeting.

Shelley Kondrat, Clerk

Commissioner Reinhardt has received citizen complaints regarding gravel road surfaces; Mr. Harmon explained CCRC crews are blading surfaces damaged by recent rains.

Mr. Harmon presented Northwest Design Group (NDG) plans for proposed Beaver Island garage, which would house transit, the sheriff department, and the road commission. He met with Undersheriff Chuck Vondra, transit manager Jill Drury and NDG engineer Amanda Porath who all agreed with the proposed building design. Mr. Harmon and Mrs. Porath will present and discuss the plans with the County Commissioners at their 7PM Wednesday, October 24th, 2012 regular Board meeting. NDG plans to complete the final design by mid-December.

Mr. Vanek reported Springbrook Road bridge installation is 80% complete; the Conservation Resource Alliance would like to have a ribbon cutting (probably the first part of November) for this project. (Note: ribbon cutting has subsequently been postponed until spring of 2013).

Mrs. Kondrat reported CCRC auditor Fred Gardner will conduct October 1, 2011-September 30, 2012 fiscal year inventory count later this morning.

Commissioner Ogden moved to pay bills totaling \$765,389.47, seconded by Commissioner MaGee.

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

Chairman Way adjourned at 10:08 AM.

OCTOBER 9, 2012

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee & Ogden, County Commissioner Ron Reinhardt, CCRC manager Patrick Harmon and CCRC clerk Shelley Kondrat attended, along with Boyne City resident Lynn Murray and Rieth-Riley Construction Company representative Brad Shearer.

Commissioner MaGee moved to accept September 28, 2012 regular meeting minutes as presented, seconded by Commissioner Ogden.

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

Mr. Murray feels the late Jerry Matelski was a major force in spearheading Boyne City-Charlevoix Road reconstruction by placing signs along the roadway, active with the media, and supporting the countywide road millage.. Mr. Murray requested permission to place recognition plaques along the completed road project reading "Jerry Matelski Memorial Highway", paid 100% by private funds he has secured. The Board and Mr. Harmon are in general agreement with the concept, but suggested talking to Connie Saltenstall, Ken Allen and Bill Nason (active early advocates as well) before purchasing the plaques. Mr. Murray will gather the information and present it to Mr. Harmon for approval before ordering and placing recognition signs.

10:30 AM-open bids for ice control sand (ICSA) delivered to CCRC Ironton garage:

1,400 tons ice control sand delivered to CCRC Ironton garage:

<u>CONTRACTOR:</u>	<u>PER TON:</u>	<u>TOTAL BID:</u>
Rieth-Riley Construction	\$7.46	\$10,444.00

Commissioner Ogden had some reservations about the ice control sand bids due to the price being nearly double last years cost, and the fact that there was only one bid.

Commissioner Ogden moved to authorize the manager, at his discretion, to purchase 2012 ice control sand delivered to CCRCs Ironton garage from the only bidder (contingent on the manager investigating if the bid process was thorough and complete), seconded by Commissioner MaGee.

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

(NOTE: The above motion was rescinded later in these minutes).

Recessed at 10:40 AM; resumed at 10:48 AM.

Mr. Harmon said he would apply for any available future safety fund grant to construct a round-about at the intersection of Advance Road, Peninsula Road and Walker Road, South Arm Township. There have been reports of accidents and several near accidents at this confusing intersection

Commissioner MaGee reported the ~~pylons~~ pilings are complete for the Springbrook Road bridge crossing South Boyne River; the river is now 4-feet deep and flows nicely.

Mr. Harmon:

- Said Mr. Vanek will meet with Payne & Dolan, Inc. to discuss Boyne City-Charlevoix Road final quantities (Western Avenue to Stephens Road) to prepare final billing.
- Complimented Lord and Ranney Road projects in South Arm Township.
- Said the new Caterpillar Motor Grader was delivered at the end of last week. Mrs. Kondrat requested the following motion:

Commissioner Ogden moved to transfer \$115,001 from the Equipment Fund to the General Fund to pay Michigan Cat for the new 2012 140M2T4 motor grader, seconded by Commissioner MaGee.

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

Commissioner Ogden feels Behling Road project drainage is working well, but the Cosier Road intersection (just outside the project limits) could use a little improvement. Mr. Harmon will have CCRC crew widen and slope this area for better drainage.

Commissioner Ogden moved to rescind the previous motion (lines 33 through 38), to reject the only bid and authorize the manager to contact vendors for quotes and to extend the delivery date for the purchase of 1,400 tons of ice control sand to the Ironton garage, seconded by Commissioner MaGee. (Note: Quotes, instead of bids, are proper due to the anticipated cost being less than the bid threshold).

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

Commissioner MaGee moved to transfer \$89,532.50 from the Construction Fund to the General Fund for various contract engineering services, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to transfer \$49,246.52 from the Preventive Maintenance Fund to the General Fund to pay APM for overband crack fill on various Charlevoix County roads, seconded by Commissioner MaGee.

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

Commissioner Ogden moved to pay bills totaling \$168,081.21, seconded by Commissioner MaGee.

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

Chairman Way adjourned at 11:30 AM.

SEPTEMBER 28, 2012

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee & Ogden, County Commissioner Rich Gillespie, CCRC manager Patrick Harmon and CCRC clerk Shelley Kondrat attended.

Commissioner MaGee moved to accept September 10, 2012 regular meeting minutes as corrected, seconded by Commissioner Ogden.

Page 2, line 83: remove “the regular session”

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

RESOLUTION

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

WHEREAS, the non-represented employees of the Charlevoix County Road Commission are covered by a master health insurance plan, hereinafter referred to as the “Plan”;

WHEREAS, the Plan’s renewal date is October 1, 2012;

WHEREAS, the Charlevoix County Road Commission Board, hereinafter the “Board”, pursuant to PA 152 of 2011 previously elected to limit its contributions toward the cost of the health insurance portion of the Plan to the hard caps;

WHEREAS, the cost of health insurance under the present Plan will, on October 1, 2012 exceed the hard cap limits of employer contributions;

WHEREAS, the Board has in the past and desires to continue to have only one health insurance plan for all of its employees, including those represented by a labor organization;

WHEREAS, the cost of having separate insurance plans to cover non-represented and represented employees is fiscally unsound and overly burdensome;

WHEREAS, Plan revisions are being negotiated with the represented employees whose Collective Bargaining Agreement does not expire until December 31, 2012;

WHEREAS, the hard cap limits of PA 152 or the Board’s contributions for health insurance for its represented employees cannot be implemented until January 1, 2013;

WHEREAS, the Board has been informed it will take 30-45 days to implement any new health insurance plan;

WHEREAS, the Board, in recognition of the imbalance between the applicability of PA 152 to its non-represented employees versus represented employees, wishes to ease some of the economic burden said non-represented employees would otherwise experience but for this action.

It is hereby resolved as follows:

1. Effective the first pay period on or after October 1, 2012 through December 31, 2012, additional compensation will be paid as noted below:

Shelley Kondrat	\$ 69/month
Randy Thompson	\$ 69/month
James Vanek	\$ 69/month
Ken Howard	\$348/month
Darcy Phelps	\$348/month
Debbie Taylor	\$348/month
Patrick Harmon	\$331/month
Mick Luchenbill	\$331/month

2. The payments referred to above will be subject to all required State, Federal and local taxes.
3. The recipients of the payments referred to in paragraph 1 shall be required to contribute monthly toward the costs of the present health insurance plan in amounts equal to those referenced in paragraph 1.

It is hereby further resolved, that the terms and conditions set forth in the Resolution shall be without precedent as to the named employees or any other employee of the Board.

This Resolution shall have immediate effect.

Resolution adopted by the following voice vote:

AYES – Ogden, MaGee, Way

NAYS – None

I certify this is a true Resolution copy made and adopted at the Charlevoix County Road Commission September 28, 2012 regular Board meeting.

Shelley Kondrat, Clerk

Mr. Harmon explained Roberts Construction proposals. The first estimate is for a new wall in CCRCs Boyne City front office, including a door with an electrical operated latch system and a sliding glass window totaling \$5,770. The second proposal is to install new entry doors; 3 at CCRCs Boyne City garage and 2 at their Ironton garage. Total estimate for all 5 doors in 16 gauge stainless steel insulated entry doors with frames is \$42,098; galvanized steel doors with frames is \$16,295. The Board and Mr. Harmon agreed to hire Mr. Roberts to install galvanized steel doors at both locations, but to postpone the wall in the front office.

All present discussed Audrey Van Dyke September 21, 2012 letter to St. James Township supervisor Rick Speck. Mr. Harmon has sent CCRCs seasonal road policy to Mrs. Van Dyke explaining required guidelines to upgrade Gull Harbor Drive to all-season status. Mr. Harmon said minimal tree & stump removal is required, along with widening & gravel addition so this 0.10 mile road section can be maintained year-round.

Commissioner Gillespie feels CCRC seasonal road policy “discourages people from buying homes and moving to our area”. He asked why seasonal road upgrades aren’t funded using State Forest Road funds, which CCRC receives funds annually for seasonal road expenses. Mrs. Kondrat explained CCRC receives about \$45,000 per year compared to approximately \$80,000 in seasonal road expenditures annually. Mr. Harmon & Commissioner Ogden explained Charlevoix County treats seasonal roads equally and current and historical underfunding does not allow the Road Commission to contribute toward seasonal road upgrades. (Note: Act51 specifically prohibits Road Commissions from funding more than 50% of the improvement costs for any local road, seasonal or non-seasonal, but the money still isn’t available). Commission Ogden explained that the limited maintenance funds available for local roads (some \$1,500 per year, per mile) are mostly spent on winter maintenance, which otherwise would be compromised without the seasonal road funds. Commissioner Gillespie commented that he “understood the policy, but it was not very welcoming.”

Commissioner Ogden moved to authorize CCRC chairman and manager to sign the MDOT maintenance contract as revised, seconded by Commissioner MaGee.

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

Commissioner MaGee moved to award 350 cubic yards of ice control sand delivered to CCRC Beaver Island garage to low bidder Jim Wojan Excavating totaling \$4,725 (\$13.50/cyd), seconded by Commissioner Ogden.

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

Commissioner Ogden moved to open bids at 10:30 AM Tuesday, October 9, 2012 to furnish and deliver 1,400 tons of Ice Control Sand to CCRC Ironton garage, seconded by Commissioner MaGee.

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

Commissioner Ogden moved to approve the Fiscal Year October 1, 2011 to September 30, 2012 Final Proposed Budget ~ Amendment 3 listed below as recommended by the Clerk, seconded by Commissioner MaGee.

Presented 09/28/12		Oct. 1, 2011 to Sept. 30, 2012 RECOMMENDED BUDGET			Page of
Shelley Kondrat, Clerk		PROPOSED FINAL BUDGET ~ AMENDMENT 3			1 3
Name of Governmental Unit		Name of Fund	Fund No.	Budget Year Ending	
Charlevoix County Road Commission		Road Fund	201	Date: 09-30-12	
FISCAL YEAR OCTOBER 1, 2011 THROUGH SEPTEMBER 30, 2012					
REVENUES (AND OTHER SOURCES)					
DEPARTMENT OR CLASSIFICATION			AMOUNT		
Page No.	ACCOUNT DESCRIPTION	ESTIMATED PRIOR YEAR (09-30-11)	PREVIOUSLY APPROVED	RECOMMENDED 09-30-12 BUDGET	
2	TRANSPORTATION	2,249,785.19	2,760,332.63	2,905,332.63	
2	FEDERAL & STATE REVENUE	527.06	987,259.00	920,928.03	
2	ECONOMIC DEVELOPMENT FUND	0.00	0.00	0.00	
2	TRUNKLINE MAINTENANCE-PRIMARY	316,271.58	451,229.47	471,229.47	
2	COUNTY RAISED REVENUE	1,375,219.58	1,656,852.36	1,774,146.81	
2	OTHER RAISED REVENUE	1,309,431.50	4,284,473.61	3,876,710.31	
2	INTEREST EARNED	3,952.76	3,710.00	4,459.00	
2	SALVAGE SALES	1,147.25	4,500.00	4,335.11	
2	EQUIPMENT RETIREMENTS	0.00	0.00	0.00	
2	GAIN/LOSS-EQUIPMENT DISPOSALS	119,355.68	0.00	0.00	
2	PERMIT FEES	22,647.00	20,724.50	26,037.50	
2	OTHER	30.76	132.64	132.64	
TOTAL REVENUES		5,398,368.36	10,169,214.21	9,983,311.50	
TOTAL OTHER SOURCES		0.00	0.00	0.00	
TOTAL REVENUES AND OTHER SOURCES		5,398,368.36	10,169,214.21	9,983,311.50	
EXPENDITURES (AND OTHER USES)					
DEPARTMENT OR CLASSIFICATION			AMOUNT		
Page No.	ACCOUNT DESCRIPTION	ESTIMATED PRIOR YEAR (09-30-11)	PREVIOUSLY APPROVED	RECOMMENDED 09-30-12 BUDGET	

3	HEAVY MAINTENANCE	2,571,212.28	6,928,584.97	6,679,000.00
3	REGULAR MAINTENANCE	1,889,598.65	1,897,473.43	2,356,400.00
3	TRUNKLINE MAINTENANCE-PRIMARY	315,287.58	441,229.47	460,534.60
3	ADMINISTRATIVE EXPENSE (NET)	316,246.83	304,979.56	408,036.92
3	EQUIPMENT EXPENSE (NET)	212,882.36	250,000.00	195,700.00
3	CAPITAL OUTLAY (NET)	1,166.81	-75,824.5	-214,849.50
3	DISTRIBUTIVE EXPENSE	0.00	745,000.00	0.00
3	OTHER	0.00	0.00	0.00
TOTAL EXPENDITURES		5,306,394.51	10,491,442.93	9,884,922.02
OTHER USES		0.00	0.00	0.00
AMOUNTS NEEDED FOR CONTINGENCIES		0.00	0.00	0.00
TOTAL EXPENDITURES AND OTHER USES		5,306,394.51	10,491,442.93	9,884,822.02
CURRENT ESTIMATED OPERATING SURPLUS (DEFICIT)				98,489.48
ACCUMULATED AVAILABLE UNAPPROPRIATED SURPLUS (DEFICIT) FROM PRIOR YEARS				0.00
PROJECTED SURPLUS AT END OF BUDGET YEAR				98,489.48

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

Recessed at 9:40 AM; resumed at 9:55 AM.

Commissioner Gillespie referred to the minutes of the 2006 Peaine Township annual meeting with CCRC, stating Kings Highway wedge and overlay would be completed 2013 funded by the countywide road millage. Mr. Harmon said the proposed 2013 construction was contingent with paving the township airport, which is “on hold”. Commissioner Gillespie said the airport isn’t discussed in the aforementioned minutes and stated primary Kings Highway has the highest traffic count on the island.

Commissioner Ogden moved to approve and implement the Fiscal Year October 1, 2012 to September 30, 2013 Beginning Budget listed below as recommended by the Clerk, seconded by Commissioner MaGee.

Presented 09/28/2012 Shelley Kondrat, Clerk		2012-13 RECOMMENDED BEGINNING BUDGET			Page of 1 3
Name of Governmental Unit Charlevoix County Road Commission		Name of Fund Road Fund	Fund No. 201	Budget Year Ending Date: 09-30-13	
FISCAL YEAR OCTOBER 1, 2012 THROUGH SEPTEMBER 30, 2013					
REVENUES (AND OTHER SOURCES)					
DEPARTMENT OR CLASSIFICATION		AMOUNT			
Page No.	ACCOUNT DESCRIPTION	ESTIMATED PRIOR YEAR (09-30-12)	PREVIOUSLY APPROVED	RECOMMENDED 09-30-13 BUDGET	
2	TRANSPORTATION	2,905,332.63	0.00	2,830,000.00	
2	FEDERAL & STATE REVENUE	920,928.03	0.00	0.00	

	ECONOMIC DEVELOPMENT FUND	0.00	0.00	0.00
2	TRUNKLINE MAINTENANCE-PRIMARY	471,229.47	0.00	345,000.00
2	COUNTY RAISED REVENUE	1,774,146.81	0.00	500,000.00
2	OTHER RAISED REVENUE	3,876,710.31	0.00	1,000,000.00
2	INTEREST EARNED	4,459.00	0.00	4,459.00
2	SALVAGE SALES	4,335.11	0.00	4,000.00
2	EQUIPMENT RETIREMENTS	0.00	0.00	0.00
2	GAIN/LOSS-EQUIPMENT DISPOSALS	0.00	0.00	120,000.00
2	PERMIT FEES	26,037.50	0.00	25,000.00
2	OTHER	132.64	0.00	0.00
TOTAL REVENUES		9,983,311.50	0.00	4,828,459.00
TOTAL OTHER SOURCES		0.00	0.00	0.00
TOTAL REVENUES AND OTHER SOURCES		9,983,311.50	0.00	4,828,459.00

EXPENDITURES (AND OTHER USES)		AMOUNT		
DEPARTMENT OR CLASSIFICATION		ESTIMATED PRIOR	PREVIOUSLY	RECOMMENDED
Page No.	ACCOUNT DESCRIPTION	YEAR (09-30-12)	APPROVED	09-30-13 BUDGET
3	HEAVY MAINTENANCE	6,679,000.00	0.00	1,500,000.00
3	REGULAR MAINTENANCE	2,356,400.00	0.00	1,950,000.00
3	TRUNKLINE MAINTENANCE-PRIMARY	460,534.60	0.00	345,000.00
3	ADMINISTRATIVE EXPENSE (NET)	408,036.92	0.00	314,800.00
3	EQUIPMENT EXPENSE (NET)	195,700.00	0.00	-65,000.00
3	CAPITAL OUTLAY (NET)	-214,849.50	0.00	0.00
3	DISTRIBUTIVE EXPENSE	0.00	0.00	700,000.00
3	OTHER	0.00	0.00	0.00
TOTAL EXPENDITURES		9,884,922.02	0.00	4,744,800.00
OTHER USES		0.00	0.00	0.00
AMOUNTS NEEDED FOR CONTINGENCIES		0.00	0.00	0.00
TOTAL EXPENDITURES AND OTHER USES		9,884,822.02	0.00	4,744,800.00

CURRENT ESTIMATED OPERATING SURPLUS (DEFICIT)	83,659.00
ACCUMULATED AVAILABLE UNAPPROPRIATED SURPLUS (DEFICIT) FROM PRIOR YEARS	0.00
PROJECTED SURPLUS AT END OF BUDGET YEAR	83,659.00

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

Commissioner Gillespie inquired about new Beaver Island garage construction (housing CCRC, Transit and the Sheriff Department). He stated the island is in the county system and although considerable money has been spent on county

mainland facilities, “the island has provided facilities for the sheriff deputy for living and office space for over 25 years. The county could invest in a multi use facility for the island. Island taxpayers have paid for the mainland facilities and a transportation “tax” to use them for years.” Mr. Harmon presented Northwest Design Groups (NDG) proposed project schedule as follows:

Date: September 25, 2012

Project: Beaver Island Garage
Design and Construction Engineering

Owner: Charlevoix County Road Commission

<u>Task/Activity</u>	<u>Completion Date</u>
Survey	Week of September 17 (delayed due to weather) Week of October 1
Soil Borings	Middle of October
Conceptual Design	End of October
Review (CCRC, Sheriff & Transit)	2 weeks
Final Design	Middle of December
Review	2 weeks
Bidding	January – February
On-site Construction	Spring 2013

Commissioner Gillespie inquired about the current Beaver Island CCRC garage building. Mr. Harmon said that almost all evaluations of the property have been or are near completion.

Mr. Harmon presented the original road list earmarked for the 15-year countywide road millage upgrades. 29.27 miles or 47% of the original 61.34 miles have been completed so far. He noted Melrose Township was commended for financing \$475,000 toward River Road and Springvale Road projects.

Commissioner Ogden moved to transfer \$37,016 from the Equipment Fund to the General Fund to pay Falcon invoice #'s 03460 & 03461 for two new 2-ton RME Asphalt Recycler purchases, seconded by Commissioner MaGee.

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

Commissioner MaGee moved to pay bills totaling \$115,928.27, seconded by Commissioner Ogden.

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

Chairman Way adjourned at 10:25 AM.

SEPTEMBER 10, 2012

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee & Ogden, County Commissioner Ron Reinhardt, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Shelley Kondrat attended, along with Norwood Township resident Marilyn Georgeson (Lakeshore Drive north off Clipperview Road) and Korthase Flinn Insurance & Financial Services VP Employee Benefits, Certified Benefits Consultant Denise Lewaniak.

Commissioner Ogden moved to accept August 27, 2012 regular meeting minutes as corrected, seconded by Commissioner MaGee.

Page 1, line 7: change “August 27, 2012” to “August 13, 2012”

Page 1, line 19: change "a detached" to "an attached"

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

Mrs. Georgeson questioned paving Lake Shore Drive turn around (north off Clipperview Road); Mr. Harmon recommended she contact Norwood Township supervisor Frank Hamilton.

Mr. Harmon presented Great Lakes Chamber Orchestra request to close Addis Road (seasonal portion between Dam Road and US 131) from 2PM-6PM Sunday, Oct. 14, 2012 for an "Irish Road Bowling Party", an ancient popular Irish sport consisting of four teams, each rolling a metal ball along an unpaved country road for a distance of 1 ½ miles. The participants contribute donor funds, and the team with the least tosses wins.

Commissioner Ogden moved to close (low traffic volume) Addis Road between seasonal road signs (Boyne Valley Township) from 2PM-6PM Sunday, October 14, 2012 as requested by the Great Lakes Chamber Orchestra (see above), pending Charlevoix County Sheriff Deputy control and barricade placement, seconded by Commissioner MaGee.

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

Mr. Harmon:

- Presented proposed CRAM policy changes for review, to be discussed at the November 6, 2012 Straits Area Council meeting.
- Presented CRASIF certificate honoring Charlevoix CRC for fewer worker compensation claims, lowering its modification factor.
- Attended the annual County Road Association Self Insurance Fund (CRASIF) meeting and the annual Northern Michigan Association of Road Commissions (NMARC) September 4-6, 2012 with Commissioner MaGee. They learned Consumer's Energy is funding enlarged intersection turning radiuses to accommodate vehicles hauling extra long and heavy wind towers.

Mrs. Lewaniak appeared briefly about 9:45 AM to explain to the Board some details of possible health insurance plans under current review.

Mr. Vanek said MDOT requested CCRC design and administer the M66 and Bellaire Road intersection improvement, to be completed before their September 30, 2012 fiscal year end. He explained the lowest quote received was over \$25,000, which requires the bidding process. Mr. Vanek requested the Board open bids at 10:00 AM Thursday, September 13, 2012 for this project.

Commissioner Ogden moved to open M66 and Bellaire Road intersection improvement bids (M.D.O.T.) at 10:00 AM Thursday, September 13, 2012, seconded by Commissioner MaGee.

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

Mr. Vanek:

- Said Boyne City-Charlevoix Road surface course (Stephens Road to Western Avenue) is half completed and should be finished Thursday night, followed by driveway and approach paving, then shoulder gravel addition and restoration.
- Explained the contractor plans to pave Lake Shore Drive (off Clipperview, Norwood Township) Thursday, September 13, 2012. Then South Arm Township paving projects should begin Friday, September 4, 2012 in the following order: Lord Road, Ranney Road and Behling Road.
- Noted Lake Shore Drive Afton stone (south off Lake Street, Norwood Township) was applied last week.
- Stated the contractor (Elmer's) plans to begin Springbrook Road timber bridge installation work Monday, September 17, 2012.

Commissioner Ogden moved to close Springbrook Road from C-48 (a.k.a. Thumb Lake Road) to Denise Road, Boyne Valley Township, as soon as the contractor begins work and for the duration of the bridge installation project, seconded by Commissioner MaGee.

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

Commissioner MaGee moved to pay bills totaling \$73,115.54, seconded by Commissioner Ogden.

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

Chairman Way adjourned ~~the regular session~~ at 10:55 AM.

AUGUST 27, 2012

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee & Ogden, County Commissioners Ron Reinhardt & Shirlene Tripp, CCRC manager Patrick Harmon and CCRC clerk Shelley Kondrat attended, along with CCRC labor attorney Michael Kluck and Bay Township resident Roger Conaway.

Commissioner Ogden moved to accept August ~~27~~ 13, 2012 regular meeting minutes as corrected, seconded by Commissioner MaGee.

Page 1, line 31: add ", Melrose Township" to end of sentence.
Page 2, line 61: change "coarse" to "course"

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

Mr. Conaway (regarding the Boyne City-Charlevoix Road proposed non-motorized trail along its corridor):

- Requested a copy of the property owner "Acknowledgement of Right of Way" form, which Mr. Harmon handed him, along with CCRC attorney Joel Wurster's July 27, 2012 letter.
- Said the grant only allows ~~a detached~~ an attached trail. Commissioner Reinhardt explained state grants allow attached and detached trails; federal grants allow only detached trails.

Commissioner Tripp presented 1pm-4pm September 1, 2012 Camp Sea-Gul open house flyer.

Mr. Harmon:

- Presented Mr. Wurster's August 16, 2012 response to Dan Barron's August 13, 2012 letter regarding Lake Shore Drive, Section 34 (north off Lake Street), Norwood Township; the road commission certifies this seasonal road section.
- Presented the Country Road Association Self Insurance Fund (CRASIF) July 27, 2012 34th Annual Membership Meeting information.
- Presented "In My Backyard" flyer from Specialty Claims Services, Inc. (SCS) representative Mark D. Jahnke, explaining SCS does not insure contamination associated with hazardous waste drop off programs held on road commission properties. Another entity must supply this coverage (i.e. the respective county, the hazardous waste company).

Commissioner Ogden moved to delegate Commissioner MaGee as voting delegate and Mr. Harmon as alternate voting delegate at the September 5, 2012 County Road Association Self Insurance Fund (CRASIF) Annual Business meeting, seconded by Commissioner MaGee.

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

Commissioner Tripp:

- Complimented Boyne City-Charlevoix Road reconstruction project; Mr. Harmon said final paving will begin September 4, 2012, following restoration.
- Attended Federal Emergency Management Agency (FEMA) meeting last week and found the current Charlevoix County map is lacking details (i.e. bridges). Mr. Harmon said the county Planning Department has historically prepared these maps. He suggested Brian Kelly from the county Geographic Information Systems (GIS) Department be involved in future county map preparation because he has the exact information as it is in the field. Charlevoix's GIS Department impressed a State representative 5-6 years ago who, at the time, said it was above most other local governmental units in Michigan.

Mr. Harmon said Quarterline Road paving is complete, and Church Road is being paved today (Hayes Township); shoulders will be completed this week. Also, Poquette Leasing Company, Inc. will begin Lakeshore Drive Afton stone application (Norwood Township) September 4, 2012.

Commissioner MaGee said M75 south near Dam Road is breaking up; Mr. Harmon has already informed MDOT.

Mr. Harmon explained, from this point on, the Northwest Michigan Council of Governments (NMCOG) will host the annual Local Task Force Meetings (mailings, information packets, minutes, etc.). This year it's scheduled for 7:00 PM Tuesday, December 4, 2012 at the Boyne City Hall Auditorium.

Commissioner MaGee moved to transfer \$70,000 from the Buildings and Grounds Fund to the General Fund to pay North American Salt invoice #70861429 for back up salt purchase, seconded by Commissioner Ogden.

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

Commissioner MaGee moved to pay bills totaling \$215,885.11, seconded by Commissioner Ogden.

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

Recessed at 10:00 AM; resumed at 10:17 AM.

Commissioner Ogden moved to enter closed session at 10:20 AM to discuss union negotiations, seconded by Commissioner MaGee.

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

Commissioner MaGee moved to adjourn the closed meeting at 11:25 AM and re-enter regular session, seconded by Commissioner Ogden.

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

Chairman Way adjourned the regular session at 11:25 AM.

AUGUST 13, 2012

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee & Ogden, County Commissioner Ron Reinhardt, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Shelley Kondrat attended, along with Great Lakes Striping representative Brian Frank and Petoskey News-Review reporter Sheri McWhirter.

Commissioner Ogden moved to accept July 23, 2012 regular meeting minutes as presented, seconded by Commissioner MaGee.

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

Commissioner MaGee moved to award Bows Lake Road 23A 4-inch gravel addition bid (project # 076.3-008.16, Hudson Township, seasonal portion from Woodward Road south 2,400-feet or 0.45 mile; completion date September 28, 2012; engineers estimate \$8,000) to low bidder Rieth-Riley Construction Company for \$7,570, seconded by Commissioner Ogden.

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

All present discussed:

- Boyne City-Charlevoix Road right-of-way documents for the proposed non-motorized trail along its corridor right-of-way.
- Future countywide road millage projects, including but not limited to Chandler Hill Road, Kings Highway, Ellsworth Road, Slashing Road and Deer Lake Road. Mr. Harmon explained the Charlevoix County Road Steering Committee suggests projects to the County Board of Commissioners who make the final decision. Commissioner Reinhardt asked and Mr. Vanek answered, Ellsworth Roads traffic count is higher than Deer Lake Road.

Mr. Harmon:

- Said Country Club Road Afton stone placement is underway, followed by Maple Hill Road and Springbrook Road, **Melrose Township**.
- Supports the proposed Beaver Island multi-modal transportation building on Beaver Island, Commissioner Reinhardt agrees. The building would:
 1. House the road commission, sheriff department and transit.
 2. Allow indoor equipment maintenance and repairs (oil changes, equipment repair).
 3. Protect equipment and increase longevity by keeping it out of the elements.
 4. Permit trucks to park inside with snowplows attached (presently plows must be removed and reattached each day).
 5. Include a storage building for pure salt.

Commissioner Ogden moved to enter closed session at 9:50 AM to discuss union negotiations, seconded by Commissioner MaGee.

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

Re-entered regular session at 10:30 AM.

10:30 AM: **Overband crack fill** to various roads throughout Charlevoix County (29.95 miles; October 1, 2012 completion date; no engineers estimate):

<u>CONTRACTOR</u>	<u>BID AMOUNT</u>
APM	\$ 49,255.00
Great Lakes Striping	\$ 90,223.25
Fahrner Asphalt Sealers, Inc.	\$139,775.00

Recessed 10:37 AM; resumed 10:47 AM.

Mr. Vanek reported:

- Boyne City-Charlevoix Road project (Western Avenue to Stephens Road) base paving and intersections are complete. Restoration and guardrail installation will begin this week and top ~~course~~ **course** is scheduled to begin August 27, 2012.
- Mountain Road paving project (Eveline Township) should be complete this week.
- Lakeshore Drive Afton stone addition south off Lake Street and Lakeshore Drive paving off Clipperview (Norwood Township) will begin after Labor Day.
- Behling Road, Lord Road and Ranney Road wedge and overlay projects (South Arm Township) will begin after Labor Day.
- Requested overband crack fill bid be awarded to low bidder.

Commissioner Ogden moved to award overband crack fill bid (to various roads throughout Charlevoix County) to low bidder APM for \$49,255, seconded by Commissioner MaGee.

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

Commissioner MaGee moved to pay bills totaling \$75,031.62, seconded by Commissioner Ogden.

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

Chairman Way adjourned at 11:50 AM.

JULY 23, 2012

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee & Ogden, County Commissioners Ron Reinhardt and Shirlene Tripp, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Shelley Kondrat attended, along with Northwest Design Group (NDG) engineer Amanda Porath.

Commissioner Ogden moved to accept July 9, 2012 regular meeting minutes as presented, seconded by Commissioner MaGee.

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

Mrs. Porath explained the Transportation Investment Generating Recovery (TIGER) Discretionary Grant request for the proposed Beaver Island Multi-Modal Transportation Building was unsuccessful. She will conduct fire code reviews (which will differ from the office area to the garage area due to equipment servicing inside the building), then she will modify the building plans. Mr. Harmon explained a salt storage building is required.

Commissioner MaGee moved to set various road overband crack fill bid opening for 10:30 AM Monday, August 13, 2012, seconded by Commissioner Ogden.

➤ VOTE:

Ayes – 3

Nays – 0

Motion carried.

Commissioner Ogden moved to approve and implement the Fiscal Year October 1, 2011 to September 30, 2012 Budget Amendment 2 listed below as recommended by the Clerk, seconded by Commissioner MaGee.

Presented 07/23/12 Shelley Kondrat, Clerk		Oct. 1, 2011 to Sept. 30, 2012 RECOMMENDED BUDGET AMENDMENT 2 PRESENTED JULY 23, 2012			Page of 1 3
Name of Governmental Unit Charlevoix County Road Commission		Name of Fund Road Fund	Fund No. 201	Budget Year Ending Date: 09-30-12	
FISCAL YEAR JANUARY 1 THROUGH SEPTEMBER 30, 2012					
REVENUES (AND OTHER SOURCES)					
DEPARTMENT OR CLASSIFICATION		AMOUNT			
Page No.	ACCOUNT DESCRIPTION	ESTIMATED PRIOR YEAR (09-30-11)	PREVIOUSLY APPROVED	RECOMMENDED 09-30-12 BUDGET	
2	TRANSPORTATION	2,249,785.19	2,990,332.63	2,760,332.63	
2	FEDERAL & STATE REVENUE	527.06	1,102,738.90	987,259.00	
2	ECONOMIC DEVELOPMENT FUND	0.00	0.00	0.00	
2	TRUNKLINE MAINTENANCE-PRIMARY	316,21.58	400,000.00	451,229.47	
2	COUNTY RAISED REVENUE	1,375,219.58	1,075,293.98	1,656,852.36	
2	OTHER RAISED REVENUE	1,309,431.50	5,143,118.25	4,284,473.61	
2	INTEREST EARNED	3,952.76	3,430.00	3,710.00	
2	SALVAGE SALES	1,147.25	4,500.00	4,500.00	
2	EQUIPMENT RETIREMENTS	0.00	84,000.00	0.00	
2	GAIN/LOSS-EQUIPMENT DISPOSALS	119,355.68	0.00	0.00	
2	PERMIT FEES	22,647.00	20,000.00	20,724.50	
2	OTHER	30.76	200.00	132.64	
TOTAL REVENUES		5,398,368.36	10,823,613.76	10,169,214.21	
TOTAL OTHER SOURCES		0.00	0.00	0.00	
TOTAL REVENUES AND OTHER SOURCES		5,398,368.36	10,823,613.76	10,169,214.21	
EXPENDITURES (AND OTHER USES)					
DEPARTMENT OR CLASSIFICATION		AMOUNT			
Page No.	ACCOUNT DESCRIPTION	ESTIMATED PRIOR YEAR (09-30-11)	PREVIOUSLY APPROVED	RECOMMENDED 09-30-12 BUDGET	
3	HEAVY MAINTENANCE	2,571,212.28	6,929,279.23	6,928,584.97	
3	REGULAR MAINTENANCE	1,889,598.65	1,950,000.00	1,897,473.43	
3	TRUNKLINE MAINTENANCE-PRIMARY	315,287.58	400,000.00	441,229.47	
3	ADMINISTRATIVE EXPENSE (NET)	316,246.83	314,800.00	304,979.56	
3	EQUIPMENT EXPENSE (NET)	212,882.36	70,000.00	250,000.00	

3	CAPITAL OUTLAY (NET)	1,166.81	121,832.04	-75,824.50
3	DISTRIBUTIVE EXPENSE	0.00	960,000.00	745,000.00
3	OTHER	0.00	0.00	0.00
TOTAL EXPENDITURES		5,306,394.51	10,745,911.27	10,491,442.93
OTHER USES		0.00	0.00	0.00
AMOUNTS NEEDED FOR CONTINGENCIES		0.00	0.00	0.00
TOTAL EXPENDITURES AND OTHER USES		5,306,394.51	10,745,911.27	10,491,442.93
CURRENT ESTIMATED OPERATING SURPLUS (DEFICIT)				-322,228.72
ACCUMULATED AVAILABLE UNAPPROPRIATED SURPLUS (DEFICIT) FROM PRIOR YEARS				0.00
PROJECTED SURPLUS AT END OF BUDGET YEAR				-322,228.72

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

Commissioner Ogden moved to award Springbrook Road over North Branch Boyne River bridge installation work, Boyne Valley Twp. (project #A490+002+002+0; installation completion date 11/09/12) to low bidder Team Elmers for \$135,274.00, seconded by Commissioner MaGee.

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

Commissioner Ogden moved to award 2012 Motor Grader purchase to Michigan Caterpillar (low bidder meeting specifications with their Cat 140M2) for \$250,001 (out of pocket \$115,001 as explained below), seconded by Commissioner MaGee.

		Cat, 140M2, 2012	
DESCRIPTION		BID	
Line 1	Net cost to Charlevoix CRC for 1 unit: (F.O.B.) Boyne City Garage	\$	242,993.00
Line 2	6 Year or 7,000 hours power train warranty (add)	\$	2,388.00
Line 3	Cost of Performance Bond for Guaranteed Repurchase Price (add)	\$	4,620.00
Line 4	First Cost (1+2+3)	\$	250,001.00
Line 5	Trade-In Allowance (The Charlevoix County Road Commission reserves the right to trade any or all units). Unit #81 2006 Cat 140H VHP Motor Grader, Serial # APM03100, approx. 6,500 hours (subtract)	\$	(135,000.00)
Line 6	Cost with trade-in (4-5)	\$	115,001.00

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

Commissioner Tripp asked when Boyne City-Charlevoix Road from Western Avenue to Stephens Road would be paved; Mr. Vanek said it should be completed well before the September 28, 2012 completion date.

Mr. Vanek:

- Said Boyne City-Charlevoix Road (Sumner Road to Stephens Road) final inspection is complete; a few clean up issues remain. Commissioner Ogden inquired about M&M Excavating Companies workmanship; Mr. Vanek said the employees worked hard, the equipment was new, and there were few complaints.
- Said Rieth-Riley sub-contracted Church Road culvert replacement (Hayes Township) and undercut(s) were not required; the culvert project is completed.
- Rieth-Riley will begin Quarterline Road and Church Road wedge and overlay projects (Hayes Township) soon.

Recessed at 10:22 AM; resumed at 10:30 AM.

10:30 AM bid openings for:

Bows Lake Road 23A 4-inch gravel application, Hudson Township (seasonal portion from Woodward Road south 2,400-feet or 0.45 mile; completion date September 28, 2012; engineers estimate \$8,000).

CONTRACTOR

BID AMOUNT

Rieth-Riley Construction Co., Inc.	\$7,570.00
Sackrider Companies	\$8,940.00

Commissioner MaGee moved to change the 9:00 AM Monday, September 24, 2012 regular meeting to 9:00 AM Friday, September 28, 2012 to allow for year end financial preparation, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to change the 9:00 AM Monday, October 8, 2012 regular meeting to 9:00 AM Tuesday, October 9, 2012 to observe Columbus Day holiday, seconded by Commissioner MaGee.

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

Mr. Harmon noted CCRCs FY 2012-12 Experience Modification Factor is 0.807 (19.7% less than last year). This places CCRC in the top ten best managed road commissions participating with the ASU Groups workers compensation.

Commissioner Ogden moved to pay bills totaling \$164,406.31, seconded by Commissioner MaGee.

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

Chairman Way adjourned at 10:55 AM.

JULY 9, 2012

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee & Ogden, County Commissioners Ron Reinhardt & Rich Gillespie, Charlevoix County Parks and Recreation Director Ross Maxwell, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek, CCRC shop foreman Mick Luchenbill and CCRC clerk Shelley Kondrat attended, along with Northwest Design Group (NDG) engineer Lucas Porath, Conservation Resource Alliance representative Kim Balke, Norwood Township supervisor Frank Hamilton, road committee member Bill Gnodtke, and Lake Shore Drive (north off Clipperview Road) residents Byron & Marilyn Georgeson, Alta Equipment Company representative Gary Piper, AIS Construction Equipment Corporation representative Daniel Novak, Michigan Cat representative Chris Overmire, Krenn Bridge Company representative Bob Krenn, RCL Construction Company representative Sam Luedtke, Heystek Construction representative Rich Heystek.

Commissioner Ogden moved to accept June 25, 2012 regular meeting minutes as corrected, seconded by Commissioner MaGee.

Page 2, line 77: change “engineer” to “engineers”

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

Mr. Maxwell presented and explained the Boyne City Charlevoix Road status report for the proposed non-motorized trail along its corridor (see attached). He requested and the Board approved Mr. Harmon signing the final grant application.

Mr. Hamilton, Gnodtke, and the Georgesons discussed several possibilities of improving the turnaround on Lake Shore Drive north (off Clipperview) to reduce or preclude current parking problems and vandalism at this location. Our manager and engineer will work with the township to find an acceptable design.

Mr. Gnodtke inquired about the feasibility of obtaining a roller from the Antrim County Road Commission to compact the Afton stone to be placed this summer on Lake Shore Drive (south off Lake Street). Commissioner Ogden explained that

trucks hauling the material, our grader working the material, and subsequent traffic will generate sufficient compaction (or density) as using a roller.

Commissioner MaGee moved to award Huffman Lake Road 6-inch Afton stone application, Hudson Township (2.00 miles; project #076.3-008.15, engineers estimate \$107,100; September 28, 2012 completion date) to low bidder Sackrider Companies for \$97,018, seconded by Commissioner Ogden.

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

Commissioner Gillespie said the new Beaver Island water wagon “is worth its weight in gold”.

Commissioner Gillespie presented Charles Donaldson letter to Mr. Harmon. Mr. Donaldson complimented Beaver Island road conditions, but questioned why the roads are becoming wider with each passing year. Commissioner Gillespie noted all roads are within road rights-of-way; Commissioner Ogden volunteered to answer this inquiry.

Since the Transportation Investment Generating Recovery (TIGER) Discretionary Grant request for the proposed Beaver Island Multi-Modal Transportation Building was unsuccessful, Commissioner Gillespie suggested building a smaller building to house the road commission, sheriff department and transit within the County Boards \$800,000 budget. He asked if the Road Commission could contribute; Mr. Harmon said overhead doors at CCRCs Boyne City and Ironton locations need replacing, which will significantly reduce the building and grounds fund.

Commissioner Ogden moved to transfer \$25,702 from the Equipment Fund to the General Fund for 2012 Ford F150 4X4 pickup truck #201, seconded by Commissioner MaGee.

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

Commissioner MaGee moved to pay the following invoices totaling \$38,651.26 on July 10, 2012, seconded by Commissioner Ogden:

<u>Vendor</u>	<u>Invoice number</u>	<u>Invoice date</u>	<u>Amount</u>
Beaver Island Rural	745043482	07/02/12	\$ 35.00
Bob Mathers Ford	Ford F150	07/09/12	\$25,702.00
Boyne Storage & Fuel	CL28496	07/01/12	\$12,578.97
Fresh Air Aviation, Inc.	3460	07/02/12	\$ 92.00
Fuelman	BG166462	07/02/12	\$ 243.29

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

Mr. Vanek said Hudson Township requested Bows Lake Road 4-inch 23A gravel application bid opening at 10:30AM, Monday, July 23, 2012.

Commissioner Ogden moved to set 10:30 AM Monday, July 23, 2012 bid opening for Bows Lake Road 4-inch 23A gravel application, Hudson Township (seasonal portion from Woodard Road south 2,400-feet or 0.45 mile; completion date 09/28/12; engineers estimate \$8,000), seconded by Commissioner MaGee.

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

Recessed at 10:25 AM; resumed at 10:30 AM.

10:30 AM bid opening for:

One (1) 2012 Work-Ready Tandem Axle Motor Grader:

<u>BIDDER:</u>	<u>DESCRIPTION:</u>	<u>BID:</u>	<u>TRADE-IN:</u>	<u>TOTAL:</u>
AIS Construction Equip.: (Guaranteed buy-back: Not offered)	John Deere 670G (2012)	\$227,989	(\$120,000)	\$107,989
Michigan Cat: (Guaranteed buy-back: \$140,000)	CAT 140M2 (2012)	\$250,001	(\$135,000)	\$115,001
Alta Equipment Company	Volvo G940B	\$254,786	(\$129,000)	\$125,786

(Guaranteed buy-back: \$147,925) (2012)

AIS Construction Equip.: John Deere 770GP \$254,339 (\$120,000) \$134,339
(Guaranteed buy-back: Not offered) (2012)

Springbrook Road over North Branch Boyne River Bridge Replacement, Boyne Valley Twp. (project #A490+002+002+0; materials completion date is 09/09/12 and construction completion date is 11/09/12; engineers estimate \$171,799.50):

<u>1. MATERIAL:</u>	<u>VENDOR:</u>	<u>BID AMOUNT:</u>
	Krenn Bridge	\$103,752.71
<u>2. INSTALLATION:</u>	<u>VENDOR:</u>	<u>BID AMOUNT:</u>
	Team Elmers	\$135,274.00
	John Henry Excavating	\$154,344.00
	R.B. Lyons	\$159,685.00
	J.E. Kloote	\$173,695.00
	Heystek Construction	\$193,257.00
	RCL Construction	\$215,412.00

Commissioner Ogden moved to award the Springbrook Road over North Branch Boyne River Bridge Replacement material bid to low bidder Krenn Bridge for \$103,752.71, seconded by Commissioner MaGee.

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

(NOTE: installation bid award will be at a later date after review and tabulation).

Mrs. Balke said an entity to fund the non-federal match must be secured; CCRC will fund the engineering costs 100%.

Mr. Vanek reported:

- The Boyne City-Charlevoix Road project from Sumner Road to Stephens Road is completed.
- The Boyne City-Charlevoix Road project from Stephens Road to Western Avenue has begun; first crushing near See Road, then paving will begin at Stephens Road.

Commissioner Ogden moved to pay bills totaling \$21,731.46, seconded by Commissioner MaGee.

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

Chairman Way adjourned at 11:15 AM.

JUNE 25, 2012

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee & Ogden, County Commissioners Ron Reinhardt & Shirlene Tripp, CCRC manager Patrick Harmon and CCRC clerk Shelley Kondrat attended, along with CCRC labor attorney Michael Kluck, Korthase Flinn Insurance Company representative Denise Flinn, Northwest Design Group (NDG) engineer Howard Haselschwardt, Bay Township residents Bob Taylor & Roger Conaway, Norwood Township Supervisor Frank Hamilton, Road Committee member Bill Gnodtke, Lakeshore Drive north & south off Clipperview Road residents (Norwood Township) Jon Kaguni, Byron Georgeson, William Shapton & Fred Siegart, Hayes Township resident Edna Lawler, Rieth-Riley Construction Company, Inc. representative Mark Wagner and Payne & Dolan representative Matt Miller.

Commissioner MaGee moved to accept June 11, 2012 regular meeting minutes as presented, seconded by Commissioner Ogden.

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

Mr. Taylor:

- Attended Charlevoix County Parks & Recreation committee meeting last week and is awaiting Boyne City-Charlevoix Road right-of-way documents for the proposed non-motorized trail along its corridor. Commissioner Ogden said CCRC attorney Joel Wurster is preparing a document that would acknowledge the additional right-of-way (total of 99-feet) and would accept construction beyond the normal 66-feet, but within the 99-feet. Mr. Taylor requested a copy.

Mr. Conaway noted right-of-way given or sold to CCRC is for highway purposes only; Commissioner Ogden explained the trail will run within the 66-foot right-of-way if a property owner doesn't sign the document.

- Feels the 3-4 foot diameter culvert recently installed under Boyne City-Charlevoix Road won't meet the water run off ordinance (currently in preparation) because it directs water into Horton Creek.

Commissioner Ogden moved to enter closed session at 9:25 AM to discuss union negotiations, seconded by Commissioner MaGee.

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

Re-entered regular session at 10:55 AM.

Mr. Haselschwardt explained that regarding the Lakeshore Drive road project over the culvert in section 12 that, "it is feasible to construct 20-foot wide pavement with 2-foot shoulders on the existing roadbed. Guardrail is not warranted at this site, but delineation along the top of bank should be considered."

Mr. Kaguni stated he is the fee owner to the road right-of-way abutting his property. Mr. Harmon said the 66-foot road right-of-way in question was deeded to CCRC from the Porter-Mulder Land Company and signed by its president Gerald A. Derks on August 5, 1960, Liber 199, page 430, which reads in part, "This grant is hereby declared binding upon the heirs, successors, and assigns of the undersigned grantor". Mr. Siegwart supports the extra 300-foot paving; Mr. Kaguni, Mr. Georgeson and Mr. Shapton do not. Chairman Way said the Norwood Township Board should decide if they will fund and approve this additional paving (estimated at \$15,243.85).

Mr. Kaguni said people park their vehicles in Lakeshore Drive cul-de-sac to walk into Fisherman's Island State Park; law enforcement monitors this.

Commissioner Way moved to accept Northwest Designs recommendation (included in their report of June 19th, 2012) regarding the feasibility of constructing a 20-foot wide pavement on the existing roadbed over a culvert on Lakeshore Drive north, Section 12, Norwood Township, seconded by Commissioner MaGee.

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

10:30 AM bid openings for:

Huffman Lake Road Afton stone 6-inch application, Hudson Township (2.00 miles, project #076.3-008.15, engineer's estimate \$107,100; September 28, 2012 completion date).

<u>CONTRACTOR</u>	<u>BID AMOUNT</u>
Sackrider Companies	\$ 97,018.00
Poquette Leasing Co., Inc.	\$104,715.00
Rieth-Riley Construction Co., Inc.	\$107,400.00

Commissioner Ogden moved to award the following road improvement bids, seconded by Commissioner MaGee.

1. Quarterline Road wedge and overlay, project #A489.007-033, Hayes Township (2.05 miles; engineers estimate \$313,262; September 28, 2012 completion date) to low bidder Rieth-Riley Construction Co., Inc. for \$272,853.51.
2. Behling Road wedge and overlay, project #A489.014-011, South Arm Township (0.33 mile; engineers estimate \$75,685; September 28, 2012 completion date) to low bidder Rieth-Riley Construction Co., Inc. for \$61,800.
3. Lord Road wedge and overlay, project #A489.014-012, South Arm Township (1.14 miles; engineers estimate \$169,485; September 28, 2012 completion date) to low bidder Rieth-Riley Construction Co., Inc. for \$139,924.85.
4. Ranney Road wedge and overlay, project #A489.014-013, South Arm Township (0.50 mile; engineers estimate \$106,025; September 28, 2012 completion date) to low bidder Rieth-Riley Construction Co., Inc. for \$87,096.30.
5. Cosier Road 4-inch Afton stone application, project #076.3-015.20, Wilson Township (0.51 mile; engineers estimate \$17,875; August 31, 2012 completion date) to low bidder Poquette Leasing Co., Inc. for \$18,658.75.

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

Commissioner MaGee moved to open bids at 10:30 AM July 9, 2012 for one Tandem Axle Motor Grader, seconded by Commissioner Ogden.

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

Commissioner MaGee moved to allow Boyne City-Charlevoix Road closure September 3, 2012 for the “Horton Bay Labor Day Bridge Walk” from 9:00 PM to 10:00 PM (the sheriff department will provide traffic control), seconded by Commissioner Ogden.

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

Commissioner Reinhardt complimented CCRC efforts to fix washouts caused by recent heavy rains.

Mr. Harmon:

- Said J&J Garage Door Service, LLC will replace CCRC Boyne City cold storage shed overhead door, which is rotting off its hinges (\$2,445.95 estimate).
- Reported the Transportation Investment Generating Recovery (TIGER) Discretionary Grant request for the proposed Beaver Island Multi-Modal Transportation Building was unsuccessful.
- Reported Boyne City-Charlevoix Road (Sumner Road to Stephens Road) base coat should be completed tomorrow with top coarse paving later this week. Everything but roadside restoration will be completed by July 4th.
- The contractor has begun approach work on the Boyne City-Charlevoix Road project from Western Avenue to Stephens Road, beginning at the west end.

Commissioner Ogden:

- Requested legal information regarding Lakeshore Drive right-of-way north of Lake Street, Norwood Township. Mr. Harmon said current recorded property deeds do not mention the right-of-way, but prior deeds do.

Commissioner MaGee noted the state might quit charging road commissions for DNR pit gravel if it is placed on county roads.

Commissioner MaGee moved to pay bills totaling \$450,229.86 (bills \$430,664.60 plus June 2012 MERS \$19,565.26), seconded by Commissioner Ogden.

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

Chairman Way adjourned at 11:55 AM.

JUNE 11, 2012

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee & Ogden, County Commissioners Ron Reinhardt & Shirlene Tripp, CCRC manager Patrick Harmon and CCRC clerk Shelley Kondrat attended, along with MDNR Parks and Recreation Division Unit Manager Sue Topham and intern Alex Stevenson, Northwest Design Group (NDG) engineer Lucas Porath, Norwood Township Supervisor Frank Hamilton, Road Committee member Bill Gnodtke, attorney Daniel Barron representing some Lake Shore Drive residents, Alan & Denny Camiener and Joanne Friedman, and Lakeshore Drive north & south off Clipperview Road residents (Norwood Township) William Shapton, Byron & Marilyn Georgeson, Fred Siegwart, Bill Lovett, Carol Apol, Mike Spilis and Tim Boyko, Rieth-Riley Construction Company, Inc. representative Mark Wagner and Payne & Dolan representative Matt Miller.

Commissioner Ogden moved to accept May 29, 2012 regular meeting minutes as corrected, seconded by Commissioner MaGee.

Page 5, line 136: Remove “~~(did not meet bid specifications)~~” “~~(did not meet bid specifications)~~”

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

Mr. Porath:

- Discussed Springbrook Road over North Branch Boyne River Bridge Replacement project Bid Specifications for Construction and Bid Specifications for Materials. Commissioner Ogden requested bid document wordage to disallow the use of recycled shingles and overlapping longitudinal asphalt joints; Mr. Porath will include language in the final bid documents to include the request.

- Discussed budget updates for both Boyne City-Charlevoix Road projects.

Commissioner Ogden moved to set 10:30 AM Monday, June 25, 2012 bid opening for Huffman Lake Road Afton stone application, Hudson Township (2 Miles; Bingham to existing pavement; completion date 09/28/12), seconded by Commissioner MaGee (there may be a paved driveway restoration addition).

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

Mr. Barron wants to resolve the possible upgrade of Lakeshore Drive north of Lake Street; his clients want to leave this section of road as is. Mr. Harmon presented information he has found in CCRC files and will seek guidance from CCRC attorney Joel Wurster. Mr. Hamilton said Norwood Township requested the driveway restorations (on the Lakeshore Drive Afton stone project) be removed from the contractor’s original bid; Mr. Harmon asked for a township letter of request.

Mr. Hamilton said Norwood Township held a special meeting last week to:

- Approve Lakeshore Drive projects (Afton stone application south off Lake Street, and paving north & south off Clipperview Road); he presented the township resolution, which includes Afton stone application to the last 300-foot north off Clipperview Road.
- Mr. Siegwert wants the last 300-feet of Lakeshore Drive north off Clipperview Road paved; Mr. & Mrs. Georgeson and Mr. Shapton do not, they wish to retain the rustic charm of their area. Regarding this, Mr. Harmon said guardrail must be placed at the stream crossing if paved. Mr. Shapton presented information on this critical dune area, and explained the effects guardrail would have on the creek.
- Asked if speed limits could be posted on Lakeshore Drive (off Clipperview Road); Mr. Harmon said yes, 25 mph is appropriate for paved roads.

Commissioner Ogden moved to award the following bids, seconded by Commissioner MaGee:

Lake Shore Drive paving (north & south off Clipperview Road), Norwood Township (1.29 miles; project #A489.011-008; engineers estimate \$203,700; September 28, 2012 completion date) to low bidder Rieth-Riley Construction Co., Inc. for \$181,705.50.

Lake Shore Drive Afton stone addition (south off Lake Street), Norwood Township (0.64 mile; project #076.3-011.9 engineers estimate \$25,275; September 28, 2012 completion date) to low bidder Poquette Leasing Co., Inc. for \$27,412.50 (deleting driveway restoration, which the township will contract separately).

Maple Hill Road 4-inch or 6-inch gravel application, Melrose Township (1.00 mile; project #076.3-010.27; engineers estimate \$46,410; August 31, 2012 completion date) to low bidder Sackrider Companies for \$32,682.60 for 4-inch application or \$55,171.00 for 6-inch application (contingent upon township authorization).

Brock Road Afton stone application, Eveline Township (1.24 miles; project #076.3-006.22; engineers estimate 4-inches \$47,600; August 31, 2012 completion date) to low bidder Sackrider Companies for \$43,180.00 (contingent upon township authorization).

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

Commissioner MaGee moved to enter closed session at 10:15 AM to discuss upcoming union negotiations, seconded by Commissioner Ogden.

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

Re-entered regular session at 10:50 AM.

10:55 AM bid openings for:

Quarterline Road wedge and overlay, Hayes Township (2.05 miles; engineer estimate \$313,262; September 28, 2012 completion date):

<u>CONTRACTOR</u>	<u>BID AMOUNT</u>
Rieth-Riley Construction Co., Inc.	\$272,853.51
Team Elmer’s	\$366,074.10
Payne & Dolan, Inc.	\$433,037.00

Behling Road wedge and overlay, South Arm Township (0.33 mile; engineer estimate \$75,685; September 28, 2012 completion date):

<u>CONTRACTOR</u>	<u>BID AMOUNT</u>
Rieth-Riley Construction Co., Inc.	\$61,800.00
Payne & Dolan, Inc.	\$64,585.00
Team Elmer's	\$79,897.75

Lord Road wedge and overlay, South Arm Township (1.14 miles; engineer estimate \$169,485; September 28, 2012 completion date):

<u>CONTRACTOR</u>	<u>BID AMOUNT</u>
Rieth-Riley Construction Co., Inc.	\$139,924.85
Payne & Dolan, Inc.	\$146,927.75
Team Elmer's	\$181,862.00

Ranney Road wedge and overlay, South Arm Township (0.50 mile: engineer estimate \$106,025; September 28, 2012 completion date):

<u>CONTRACTOR</u>	<u>BID AMOUNT</u>
Rieth-Riley Construction Co., Inc.	\$ 87,096.30
Payne & Dolan, Inc.	\$ 91,240.50
Team Elmer's	\$114,925.50

A NOTICE TO THE PUBLIC THAT A NATURAL BEAUTY ROAD DESIGNATION HAS BEEN REVOKED ON A PORTION OF ADDIS ROAD, BOYNE VALLEY TOWNSHIP

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

WHEREAS, Boyne Valley Township has requested that the Charlevoix County Road Commission revoke the designation of a portion of Addis Road as a natural beauty road from US-131 to the township transfer station, totaling 1,650 feet or 0.31 mile in Sections 9 & 10, T32N R5W, Boyne Valley Township.

AND WHEREAS, pursuant to prior notice, a public hearing on this request was held on June 6, 2012, at the Boyne Valley Township Hall. There was no opposition to this request. The consensus was that granting this request would allow for the proposed upgrading and paving of this portion of Addis Road, to provide better access to and from the township's transfer station. Minutes of the public hearing have been made a part of the road commission records.

AND WHEREAS, in accordance with the provisions of Act 451 of 1994, Part 357 Natural Beauty Roads, MCL 324.35701, *et seq.*, the Charlevoix County Road Commission Board determines that it is necessary and appropriate to revoke the natural beauty road designation of the subject portion of Addis Road.

THEREFORE, IT IS RESOLVED that the natural beauty road status is revoked for the portion of Addis Road from US-131 to the township transfer station, totaling 1,650 feet or 0.31 mile in Sections 9 & 10, T32N R5W, Boyne Valley Township.

BE IT FURTHER RESOLVED, to provide public notice of this determination, this resolution shall be filed with the Charlevoix County Clerk and published once a week for two successive weeks in a newspaper of general circulation in Charlevoix County.

Resolution adopted by the following voice vote:

AYES: Ogden, MaGee, Way
NAYS: None

I certify this is a true Resolution copy made and adopted at the Charlevoix County Road Commission December 27, 2011 regular Board meeting.

Shelley Kondrat, Clerk

Mr. Harmon meets with CCRC attorney Joel Wurster at 10AM Tuesday, June 12, 2012 to discuss Boyne City-Charlevoix Road right-of-way documents and to conduct in-field right-of-way studies for the proposed non-motorized trail along the

Boyne City-Charlevoix Road corridor (the trail). Mr. Wurster will prepare landowner paperwork addressing trail construction along the road easement. Said documents will be recorded with the county.

Commissioner Ogden moved to pay bills totaling \$52,968.27, seconded by Commissioner MaGee.

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

Chairman Way adjourned at 11:35 AM.

MAY 29, 2012

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee & Ogden, County Commissioners Ron Reinhardt & Shirlene Tripp, Charlevoix County Parks and Recreation Director Ross Maxwell, CCRC manager Patrick Harmon and CCRC clerk Shelley Kondrat attended, along with MDNR Parks and Recreation Division Unit Manager Sue Topham, Norwood Township Supervisor Frank Hamilton, Road Committee member Bill Gnodtke, and residents Fred Siegwart, William Shapton, Joanne Friedman, Alan & Denny Camiener, Poquette Leasing Company, Inc. representative Jerry Gravedoni, Rieth-Riley Construction Company, Inc. representative Mark Wagner, and Payne & Dolan representative Matt Miller.

Commissioner Ogden moved to accept May 14, 2012 regular meeting minutes as presented, seconded by Commissioner MaGee.

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

Public Comment:

- Regarding Lake Shore Drive north and south off Clipperview Road, Norwood Township:
 - a. Mr. Siegwart requested the last 300-ft of said road be paved to address safety and maintenance issues; Mr. Shapton supports the request. Mr. Harmon explained the township is funding the paving project and must approve additions, noting the last three small acreage parcels on this 300-ft road section are not platted.
 - b. Mr. Harmon will re-measure said road section and report additional estimated cost to Mr. Hamilton (including required guardrail). Commissioner Ogden said if Norwood Township gives their approval, CCRC will send the contractor an addendum or a letter of intent requesting their unit prices be honored for additional paving.
- Regarding Lake Shore Drive north off Lake Street, Norwood Township:
 - a. Mrs. Friedman stated she and her neighbors “paid to improve this abandoned roadbed” (sic), but in 2007 CCRC added gravel, making it a muddy mess. Mr. Harmon informed all present this seasonal road is not abandoned, the Road Commission has certified it for years. And Norwood Township requested the 2007 gravel project. Mr. Hamilton noted he wasn’t on the Board at that time.
 - b. Mr. Camiener feels additional traffic will disturb their privacy; Officer Topham said increased traffic isn’t anticipated, the park gate will be locked with parking outside the gate. She explained the Road Commission is upgrading seasonal Lake Shore Drive in conjunction with MDNR reopening the southern entrance to Fisherman’s Island State Park, mainly to allow law enforcement entry when required. Mr. Harmon said minimal improvements will make this road passable.

Mr. Maxwell:

- Presented Charlevoix County Parks/Recreation May 21, 012 draft minutes and asked if CCRC has considered being the applicant for the Transportation Enhancement Act Grant for the proposed non-motorized trail along the Boyne City-Charlevoix Road corridor. Mr. Harmon reiterated funding and property relinquishment documentation must be secured before CCRC makes any decisions.
- Asked if MDOT paid engineering firms directly; Mr. Harmon answered no, State Enhancement Funds reimburse the secured funding entity 4-6 weeks after all required documentation is provided and accepted.

Commissioner Ogden moved to approve and implement the Fiscal Year October 1, 2011 to September 30, 2012 Budget Amendment 1 listed below as recommended by the Clerk, seconded by Commissioner MaGee.

Presented 05/29/12 Shelley Kondrat, Clerk	Oct. 1, 2011 to Sept. 30, 2012 RECOMMENDED BUDGET	Page of 1 3
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AMENDMENT 1 PRESENTED MAY 29, 2012				
Name of Governmental Unit Charlevoix County Road Commission		Name of Fund Road Fund	Fund No. 201	Budget Year Ending Date: 09-30-12
FISCAL YEAR JANUARY 1 THROUGH SEPTEMBER 30, 2012				
REVENUES (AND OTHER SOURCES)		AMOUNT		
DEPARTMENT OR CLASSIFICATION		AMOUNT		
Page No.	ACCOUNT DESCRIPTION	ESTIMATED PRIOR YEAR (09-30-11)	PREVIOUSLY APPROVED	RECOMMENDED 09-30-12 BUDGET
2	TRANSPORTATION	2,249,785.19	2,835,332.63	2,990,332.63
2	FEDERAL & STATE REVENUE	527.06	987,259.00	1,102,738.90
2	ECONOMIC DEVELOPMENT FUND	0.00	0.00	0.00
2	TRUNKLINE MAINTENANCE-PRIMARY	316,21.58	400,000.00	400,000.00
2	COUNTY RAISED REVENUE	1,375,219.58	225,000.00	1,075,293.98
2	OTHER RAISED REVENUE	1,309,431.50	3,185,053.00	5,143,118.25
2	INTEREST EARNED	3,952.76	3,430.00	3,430.00
2	SALVAGE SALES	1,147.25	1,500.00	4,500.00
2	EQUIPMENT RETIREMENTS	0.00	84,000.00	84,000.00
2	GAIN/LOSS-EQUIPMENT DISPOSALS	119,355.68	0.00	0.00
2	PERMIT FEES	22,647.00	20,000.00	20,000.00
2	OTHER	30.76	200.00	200.00
TOTAL REVENUES		5,398,368.36	7,741,774.63	10,823,613.76
TOTAL OTHER SOURCES		0.00	0.00	0.00
TOTAL REVENUES AND OTHER SOURCES		5,398,368.36	7,741,774.63	10,823,613.76

EXPENDITURES (AND OTHER USES)		AMOUNT		
DEPARTMENT OR CLASSIFICATION		AMOUNT		
Page No.	ACCOUNT DESCRIPTION	ESTIMATED PRIOR YEAR (09-30-11)	PREVIOUSLY APPROVED	RECOMMENDED 09-30-12 BUDGET
3	HEAVY MAINTENANCE	2,571,212.28	4,172,312.00	6,929,279.23
3	REGULAR MAINTENANCE	1,889,598.65	1,950,000.00	1,950,000.00
3	TRUNKLINE MAINTENANCE-PRIMARY	315,287.58	400,000.00	400,000.00
3	ADMINISTRATIVE EXPENSE (NET)	316,246.83	314,800.00	314,800.00
3	EQUIPMENT EXPENSE (NET)	212,882.36	70,000.00	70,000.00
3	CAPITAL OUTLAY (NET)	1,166.81	275,000.00	121,832.04
3	DISTRIBUTIVE EXPENSE	0.00	960,000.00	960,000.00
3	OTHER	0.00	0.00	0.00

TOTAL EXPENDITURES	5,306,394.51	8,142,112.00	10,745,911.27
OTHER USES	0.00	0.00	0.00
AMOUNTS NEEDED FOR CONTINGENCIES	0.00	0.00	0.00
TOTAL EXPENDITURES AND OTHER USES	5,306,394.51	8,142,112.00	10,745,911.27

CURRENT ESTIMATED OPERATING SURPLUS (DEFICIT)	77,702.49
ACCUMULATED AVAILABLE UNAPPROPRIATED SURPLUS (DEFICIT) FROM PRIOR YEARS	0.00
PROJECTED SURPLUS AT END OF BUDGET YEAR	77,702.49

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

Commissioner MaGee moved to award the following Marion Township bids, seconded by Commissioner Ogden.

- Bonar Drive, Clark Road and Loeb Road paving (1.26 miles; project #A489.009-028 Bonar Dr., #A489.009-029 Clark Rd., #A489.009-030 Loeb Rd.; engineers estimate \$126,000 but did not include Bonar Drive paving; September 14, 2012 completion date) to low bidder Payne & Dolan, Inc. for \$128,665.
- Potter Road paving (0.40 miles; project #A489.009-031; engineers estimate \$44,000; September 14, 2012 completion date) to low bidder Payne & Dolan, Inc. for \$49,273.75.

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

Commissioner Ogden moved to award the Church Road Culvert Replacement and Wedge & Overlay Paving Project, Hayes Township bid (1 miles; project #A490.007-001; engineers estimate \$72,173; additional paving add \$57,000. September 28, 2012 completion date) to low bidder Rieth-Riley Construction Co., Inc. for \$115,065.37, seconded by Commissioner MaGee.

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

Commissioner Ogden moved to award the M-32 Mill and Fill paving project, MDOT project bid (0.38 mile; project #076.3-010.26; engineers estimate \$141,916.45. August 31, 2012 completion date) to low bidder Payne & Dolan, Inc. for \$115,479.90, seconded by Commissioner MaGee.

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

Commissioner MaGee moved to set 10:30 AM Monday, June 11, 2012 bid openings for the following, seconded by Commissioner Ogden.

- a. Quarterline Road wedge and overlay (2.05 miles; engineer estimate \$313,262; September 28, 2012 completion date), Hayes Township.
- b. Behling Road wedge and overlay (0.33 mile; engineer estimate \$75,685; September 28, 2012 completion date), South Arm Township.
- c. Lord Road wedge and overlay (1.14 miles; engineer estimate \$169,485; September 28, 2012 completion date), South Arm Township.
- d. Ranney Road wedge and overlay (0.50 mile; engineer estimate \$106,025; September 28, 2012 completion date), South Arm Township.

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

Commissioner Ogden moved to transfer \$11,199 from the Construction Fund to the General Fund for contract engineering services for 2012 Boyne City-Charlevoix Road reconstruction and the proposed Beaver Island multi-modal building (see breakdown on back), seconded by Commissioner MaGee.

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

Commissioner MaGee moved to delegate Commissioner Ogden as voting delegate at the July 19, 2012 Michigan County Road Commission Self-Insurance Pool's (MCRCSIP) Annual Business meeting, seconded by Commissioner Way.

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

Commissioner Ogden moved to delegate Commissioner MaGee as alternate voting delegate at the July 19, 2012 Michigan County Road Commission Self-Insurance Pool's (MCRCSIP) Annual Business meeting, seconded by Chairman Way.

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

Commissioner Ogden moved to set 10:30 AM Tuesday, May 29, 2012 bid openings for the following, seconded by Commissioner MaGee:

- e. Pave Lake Shore Drive (north & south off Clipperview Road), Norwood Township.
- f. Apply Afton stone to Lake Shore Drive (south off Lake Street), Norwood Township.
- g. Apply Afton stone to Maple Hill Road, Melrose Township.

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

Recessed at 9:40 AM; resumed at 9:55 AM.

10:00 AM: Fred Gardner and Brett Luplow, CPAs, presented Charlevoix CRC January 1 – September 30, 2011 Audited Financial Statements. The Road Commission will present to the County Board at their 7:00 PM Wednesday, June 27, 2012 Board meeting.

Commissioner Ogden moved to accept the January 1 – September 30, 2011 Audited Financial Statements presented by Brett Luplow, CPA, seconded by Commissioner MaGee.

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

10:30 AM bid openings for:

Brock Road Afton stone addition, Eveline Township (1.24 miles; project #076.3-006.22; engineers estimate 4-inches \$47,600. August 31, 2012 completion date):

<u>CONTRACTOR</u>	<u>BID AMOUNT</u>
Sackrider Companies	\$ 43,180.00
Poquette Leasing Co., Inc.	\$ 48,314.00
Rieth-Riley Construction Co., Inc.	\$ 52,530.00
Team Elmer's	\$ 59,840.00

Church Road Culvert Replacement and Wedge & Overlay Paving Project, Eveline Township (1 miles; project #A490.007-001; engineers estimate \$72,173; additional paving add \$57,000. September 28, 2012 completion date):

<u>CONTRACTOR</u>	<u>BID AMOUNT</u>
Rieth-Riley Construction Co., Inc.	\$115,065.37
Team Elmer's	\$120,672.55
Tri-County Excavating	\$123,328.35
MDC Contracting, LLC	\$139,334.00
J&N, Inc.	\$141,714.81
M & M Excavating	\$194,492.25

Country Club Road Afton stone addition, Melrose Township (0.36 mile; project #076.3-010.25; engineers estimate \$13,200. August 31, 2012 completion date):

<u>CONTRACTOR</u>	<u>BID AMOUNT</u>
Sackrider Companies	\$ 12,045.00
Poquette Leasing Co., Inc.	\$ 12,474.00
Rieth-Riley Construction Co., Inc.	\$ 13,585.00
Team Elmer's	\$ 16,445.00

- a. The storm sewer work through Horton Bay began the week of April 30, 2012. Charter Communications (who attended the March 1, 2012 on-site utility meeting) had an underground cable within the influence of the storm sewer installation for a portion of the project. Boyne City Road project engineer Jason Fate (Northwest Design Group) contacted Charter numerous times to have them relocated it; Mr. Vanek stated M & M Excavating is requesting extra time and compensation for working around Charters cable, so he will contact MDOT Traverse City TSC Engineer Judy Browning regarding this issue. All other utilities were moved prior to the start of construction.
- b. Payne & Dolans sub-contractor (MDC Contracting) will begin the approach work on the other portion of Boyne City Road (from Western Avenue to Stephens Road) next week.

Commissioner Ogden said South Arm Township decided to reconstruct Lord Road full-length. Mr. Harmon and Commissioner Ogden viewed Lord Road, as well as Dutchman's Bay Road, Ranney Road and Bellaire Road. Commissioner Ogden suggested widening and sloping the shoulders on Ranney Road for better drainage.

Chairman Way asked if the slope will be changed when paving Lake Shore Drive (north and south off Clipperview Road). Mr. Vanek said it will all slope away from the lake, as the sub base was originally built per Norwood Township and subdivision resident requests.

Commissioner MaGee moved to pay bills totaling \$143,383.80, seconded by Commissioner Ogden.

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

Chairman Way adjourned at 10:55 AM.

APRIL 23, 2012

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee & Ogden, County Commissioners Ron Reinhardt & Shirlene Tripp, CCRC manager Patrick Harmon, and CCRC staff engineer James Vanek attended, along with Conservation Resource Alliance Project Manager Kimberly Balke, Northwest Design Group Vice President/Engineer Lucas Porath, Charlevoix County Road Steering Committee Member Karen Colburn, and Rieth-Riley Construction Co., Inc. representative Mark Wagner.

Commissioner Ogden moved to accept April 9, 2012 regular meeting minutes as corrected, seconded by Commissioner MaGee.

Page 1, line 49: delete "project"
 Page 2, line 90: change "when" to "while"

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

Commissioner Ogden moved to open Brock Road Afton Stone project (Eveline Township) at 10:30 AM Monday, May 14, 2012, seconded by Commissioner MaGee.

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

Commissioner MaGee moved to open Church Road Culvert Replacement and Wedge & Overlay Paving project (Hayes Township) at 10:30 AM Monday, May 14, 2012, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to open Country Club & Springbrook Roads Afton Stone project (Melrose Township) at 10:30 AM Monday, May 14, 2012, seconded by Commissioner MaGee.

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

Commissioner MaGee moved to open Cosier Road Afton Stone project (Wilson Township) at 10:30 AM Monday, May 14, 2012, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to open M-32 Mill & Fill Paving project (M.D.O.T.) at 10:30 AM Monday, May 14, 2012, seconded by Commissioner MaGee.

10:30 AM bid opening for:

Bonar Dr., Clark & Loeb Roads Paving Project, Marion Township (1.26 miles; project #A489.009-028 Bonar Dr., #A489.009-029 Clark Rd., #A489.009-030 Loeb Rd.; engineers estimate \$126,000 but did not include Bonar Drive paving; September 14, 2012 completion date):

<u>CONTRACTOR</u>	<u>BID AMOUNT</u>
Payne & Dolan, Inc.	\$128,655.00
Rieth-Riley Construction Co.	\$138,180.00
Team Elmer's	\$139,530.00

Potter Road Paving Project, Marion Township (0.40 miles; project #A489.009-031; engineers estimate \$44,000; September 14, 2012 completion date):

<u>CONTRACTOR</u>	<u>BID AMOUNT</u>
Payne & Dolan, Inc.	\$ 49,273.75
Team Elmer's	\$ 51,762.50
Rieth-Riley Construction Co.	\$ 53,563.75

Mr. Vanek:

- Said Boyne City-Charlevoix Road preconstruction meeting with Payne & Dolan, Inc. (Western Avenue to Stephens Road portion) was April 11, 2012. MDC Contracting (Payne & Dolan's subcontractor) will be starting approximately the week of May 7, 2012 to prep all intersections for concrete curb & gutter placement, and all culvert work. Crush & shaping operation should begin after July 4th.
- Boyne City-Charlevoix Road (Sumner Road to Stephens Road section) is proposed to start the first of May; after AT&T relocates their telephone lines.

Commissioner Ogden stated the second hill on Cosier Road (North of Wilson Road) has water bleeding from the hillside; suggested addressing this issue prior to placing the Afton Stone.

Commissioner MaGee stated he attended the Commissioners Seminar in Traverse City last week.

Chairman Way reported the Ironton Ferry had an issue with one of the ramps not working properly last week. They are still discussing various options to repower the ferry next year.

Commissioner Ogden moved to pay bills totaling \$141,589.27, seconded by Commissioner MaGee.

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

Chairman Way adjourned at 11:21 AM.

APRIL 9, 2012

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee & Ogden, County Commissioner Ron Reinhardt & Shirlene Tripp, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek, CCRC shop foreman Mick Luchenbill, CCRC Accounts Payable & Payroll clerk Debbie Taylor and CCRC clerk Shelley Kondrat attended, along with Boyne Falls Village resident Chris White.

Commissioner MaGee moved to accept March 26, 2012 regular meeting minutes as corrected, seconded by Commissioner Ogden.

Page 1, line 27: change "drug collection." to "DOT alcohol and drug testing."

Page 2, line 68: change "addition" to "additional"

Page 3, line 106: change "Council)." to "Council"."

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

Mr. White introduced himself as Mrs. Taylor's son and thanked all present for treating her kindly. He is an electrical contractor who provides repair service and set up for the U.S. Military in Iraq in 2010, and now in Afghanistan. After discussion, Mr. White presented the Road Commission with a U.S. Flag, along with a certificate which read:

Presented to
Charlevoix County
Road Commission

"On 21 March 2012, this flag was flown by Aircraft M61NH, a Sikorsky S-61 based at Camp Stone, during Combat Resupply Missions throughout Western Afghanistan in support of Operation Enduring Freedom. This American Flag represents the many sacrifices made by the military and civilian personnel who gave all that we may stand today in freedom."

Commissioner MaGee moved to transfer \$9,898.25 from the Construction Fund to the General Fund for 2012 Boyne City-Charlevoix Road reconstruction and various contract engineering services, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to transfer \$134,847 from the Insurance Fund to the General Fund (\$121,162 to MCRCSIP for our Annual Comprehensive Insurance and \$13,685 to CRASIF for our 2011-12 3rd quarter Worker's Compensation payment), seconded by Commissioner MaGee; (**details attached**).

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

Commissioner MaGee moved to open Bonar Drive, Clark Road and Loeb Road bids (Marion Township) project at 10:30 AM Monday, April 23, 2012, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to open Potter Road overlay project bid (Marion Township) **project** at 10:30 AM Monday, April 23, 2012, seconded by Commissioner MaGee.

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

Commissioner Reinhardt:

- Complimented CCRC cleaning up overturned trees and brush caused by the recent snow storm.
- Asked if the bucket truck was useful; Mr. Harmon said yes, it is a remarkable asset, which has allowed CCRC forces to perform work where previously we had to wait for an outside contractor.

Mr. Harmon:

- Said in 2011 CCRC purchased clay and 23A manufactured gravel placed on various Beaver Island roads for a noticeable improvement. He has requested quotes for both in 2012; the clay from Susan Meyers pit continues at \$3/cyd plus excavation, and the 23A manufactured gravel bid is \$17.50 for 1,000/cyd totaling \$17,500. The mainland grader and operator will be sent to place the materials mainly on Eastside Drive.
- Explained after 2012, the current gravel source may be unavailable. If other gravel locations are not secured, future gravel production and paving projects would be affected. He will investigate other options.
- Informed the Board he will purchase county backup salt this week.

Recessed at 11:30 AM; resumed at 11:40 AM.

Mr. Harmon stated Kings Highway centerlines will be painted following the 780-feet of crack seal on various Peaine Township & St. James Township roads (crack sealing will be done in conjunction with 5,130-feet of airport runway [pending product approval by federal aviation] and 696-feet of the bike path). CCRC will fund only the 780-feet on roadways.

Mr. Vanek:

- Said Boyne City-Charlevoix Road preconstruction meeting with Payne & Dolan, Inc. (Sumner Road to Stephens Road portion) will be on-site April 11, 2012. Scheduling will be determined, and AT&T and Great Lakes Energy should have their utility lines relocated.
- Presented the updated Construction Status Report; Hayes may have project requests to add.
- Talked to Payne & Dolan, Inc. representative Gary Hartman, who said asphalt prices are increasing due to increasing oil costs.

Mrs. Kondrat completed the Act 51 Report and emailed it to CCRCs CPA, who will present the audited financial statements at the April 23, 2012 regular Board meeting.

Chairman Way reported the Ironton Ferry is scheduled to open April 16, 2012. Then in late fall, the ferry is scheduled for its 5-year out-of-water inspection; the Transportation Committee plans to upgrade the power plant ~~when~~ while it is grounded.

Commissioner MaGee moved to pay bills totaling \$159,887.43, seconded by Commissioner Ogden.

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

Chairman Way adjourned at 11:55 AM.

MARCH 26, 2012

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee & Ogden, County Commissioner Ron Reinhardt, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek, CCRC shop foreman Mick Luchenbill and CCRC clerk Shelley Kondrat attended, along with Quick Care's Dr. Gustav Lo & marketing coordinator Julie Zoerhof, and Charlevoix County Road Millage Steering Committee member Ken Allen.

Commissioner MaGee moved to accept March 12, 2012 regular meeting minutes as presented, seconded by Commissioner Ogden.

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

9:10 AM: Dr. Lo introduced Mrs. Zoerhof & himself. He explained Quick Care has offices in Boyne City & Petoskey, and can offer the same occupational medical services as Dr. Banyai from Urgent Care in Petoskey (CCRCs current company doctor). Their Boyne City office retains an on-site medical doctor (M.D.) on Tuesdays and on-site mid-level medical professionals the remaining days. Mr. Harmon explained Urgent Care aided when problems arose with CCRCs prior provider, and there hasn't been a single issue with their services. Dr. Lo agrees Urgent Care performs services well and charges approximately the same; the only difference is Quick Care's closer proximity to CCRCs Boyne City garage. Commissioner Ogden said the Board will discuss this proposal.

Mr. Harmon explained he talked to the AUL Group administrator Mack Rabourn (CCRCs workers compensation provider) who firmly urged CCRCs company medical provider have an M.D. on staff at all times, which Urgent Care does, and Quick Care does not. Mr. Harmon said CCRC will use Quick Care for some DOT alcohol and drug ~~collection~~ testing.

9:30 AM: Norwood Township cancelled.

Mr. Luchenbill presented the following bid tabulations for one 2012 work-ready pickup truck opened March 19, 2012, and recommended purchasing from low bidder meeting specifications Bob Mathers.

<u>CONTRACTOR</u>	<u>BID AMOUNT</u>	<u>MEET SPEC'S?</u>	<u>DELIVERY</u>
Bill Marsh	\$18,366.00	No	8-12 weeks
Bill Marsh	\$20,962.00	No	8-12 weeks (4 days if in stock)
Berger Chevrolet	\$25,250.00	No	8-10 weeks
Bob Mathers	\$25,702.00 (plus \$75 if mud flap installation)	Yes	6-8 weeks
Signature Ford	\$25,877.00	Yes	10-12 weeks
Jorgensen Ford	\$26,384.36	Yes	10-12 weeks
Williams Chevrolet	\$26,504.00	Yes	6-8 weeks

Commissioner Ogden moved to purchase 2012 Ford F150 4X4 SS Crew Cab from low bidder Bob Mathers for \$25,702, seconded by Commissioner MaGee.

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

purchase 70% of the 2011-12 back up salt (2,100 tons totaling \$135,429). CCRC has enough room in the salt sheds to store the full 3,900 tons. He stated the April, May, June and July 2012 Michigan Transportation Funds (MTF) received will be the deciding factor. The back up salt purchase is intended to take advantage of anticipated current lower prices, thereby reducing future expenditures.

Commissioner Ogden moved to pay bills totaling \$122,648.93, seconded by Commissioner MaGee.

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

Chairman Way adjourned at 11:00 AM.

MARCH 12, 2012

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee & Ogden, County Commissioners Ron Reinhardt and Shirlene Tripp, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Shelley Kondrat attended, along with Whiting County Park Manager Ross Maxwell.

Commissioner Ogden moved to accept February 27, 2012 regular meeting minutes as corrected, seconded by Commissioner MaGee.

Heading: change "February 13" to "February 27"

Page 1, line 29: change "limits and" to "limits but within"

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

Mr. Maxwell discussed non-motorized trail expansion as follows (please see prior discussion in February 27, 2012 CCRC Board meeting minutes):

- Presented updated Michigan Natural Resources Trust Fund Grant Application for the proposed non-motorized trail along the Boyne City-Charlevoix Road corridor (Phase II – 6.1 miles from US31 to Camp Seagull in Charlevoix & Hayes Townships – engineer estimate: \$2.9 million).
- Explained Phase I is expected to be constructed in 2013. Phase II will be sometime in 3 or 4 years.
- Requested CCRC be the applicant for this 10-foot wide HMA non-motorized path. Commissioner Ogden explained CCRC may consider being the applicant if:
 1. Verification from all financing entities is secured; Commissioner Reinhardt said the Charlevoix County Board is not committed at this time.
 2. Landowner commitment letters are obtained to relinquish property where additional right-of-way is required.
 3. CCRC approves the construction engineering firm.
 4. Asked who was paying the surveying fee now in progress; Mr. Maxwell said the County Board (which will be reimbursed through Federal Funding).

Commissioner Ogden moved to accept all 2012 Annual Materials bids and to authorize the manager, or his designee, to purchase from the 2012 bidders list any necessary items; all purchases must be in the Road Commissions best financial interest, seconded by Commissioner MaGee.

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

Mr. Harmon explained the federal government has earmarked \$500 million nationally in Transportation Investment Generating Recovery (TIGER) Discretionary Grants for rural government improvements (there are currently over 1,000 applicants). The pre-application to build a Multi-Modal Transportation Building on Beaver Island (engineers estimate: \$1.8 million), written by Jan Kellogg, Economic Development Specialist for Northern Lakes Economic Alliance (in partnership with Northwest Michigan Council of Governments) was approved. She is currently preparing the final application (due March 16, 2012) with input from the Charlevoix County Road Commission, Sheriff Department and Transit whose offices and garage would be housed in the proposed building.

Mr. Harmon and Mrs. Kellogg watched a Federal Government Webinar presentation explaining said grant and found it is 100% funded, though applicants with a 50% local match are more likely to be approved because it expresses cooperation. Mr. Vanek and Northwest Design Group (NDG) engineers Amanda Porath & Nils Lindwall will attend Wednesday, March 14, 2012 Charlevoix County Board meeting to discuss match money.

Mr. Harmon said realtor Ed Wojan estimated property values for CCRC Bay Avenue (Beaver Island) 4-lot parcel at \$80,000 (pending soil samples for "clean bill of health") and Peaine & St. James Townships 4-acre East Side Drive property (proposed building site) at \$62,000.

Mr. Harmon presented PASER road ratings (1 being worst, 10 being best) snapshot as follows:

	<u>Charlevoix's Ratings</u>	<u>Region's Ratings</u>
➤ 1-4	31.9%	33.8%
➤ 5-7	46.9%	45.4%
➤ 8-10	21.2%	20.8%

Mr. Harmon noted CCRC road ratings are good, and will improve following 2012 projects.

Commissioner MaGee moved to allow Waller Road closure from US31 to Old Orchard Road on June 23, 2012 for the "Good Boy Marathon" from 7:00 AM to 11:30 AM (Sheriff Schneider has approved closure and will provide necessary manpower and traffic control), seconded by Commissioner Ogden.

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

Mr. Vanek:

- Was assisted by NDG representatives in marking all proposed Horton Bay Village catch basins for 2012 Boyne City-Charlevoix Road reconstruction so MichCon and AT&T can determine and relocate any utility conflicts within said catch basin locations.
- Said supervisor John Vron dran reported Eveline Township Board wishes to proceed with 2012 wedge/overlay projects on Holy Island Road, Mountain Road and Washington Street

Mrs. Kondrat:

- Reviewed financial statement, reminding all present there are two more payrolls in March, and backup salt purchase before summers end.
- Explained Act51 problems, which she reports to the state for amendment to balance this 23-page report.

Commissioner Ogden discussed possibility revising current asphalt mix design & asphalt cement type. CCRC currently requirements specify a PG 58-28 asphalt cement, which he suggested changing to a PG 58-34 asphalt cement because it's flexibility is more durable in low temperatures, which reduces thermal cracking on reconstructed asphalt road surfaces. Mr. Vanek and Mr. Harmon said changed asphalt mix design in 2008 from 13A to 4E1 decreased thermal cracking.

Commissioner MaGee complimented CCRC road conditions during March 2 & 3, 2012 storm, which generated extensive snowfall.

Commissioner Ogden moved to pay bills totaling \$77,235.63, seconded by Commissioner MaGee.

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

Chairman Way adjourned at 10:55 AM.

FEBRUARY 27, 2012

Vice-Chairman MaGee opened the meeting at 9:04 AM.

Vice-Chairman MaGee, Commissioner Ogden, County Commissioner Ron Reinhardt, CCRC manager Patrick Harmon and CCRC staff engineer James Vanek attended, along with Whiting County Park Manager Ross Maxwell. (Absent: Commissioner Way).

Commissioner Ogden moved to accept February 13, 2012 regular meeting minutes as presented, seconded by Commissioner MaGee.

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

Mr. Harmon presented 2012 MDOT Certification Map, stating there are no changes.

Commissioner Ogden moved to approve 2012 Certification Map as presented (effective January 1, 2012, Primary Road mileage totaling 184.47 miles and Local Road mileage totaling 529.36 miles) with no changes, and to authorize the Chairman to sign the 2012 Certification Map, seconded by Commissioner MaGee.

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

Ross Maxwell discussed Boyne City-Charlevoix Road non-motorized trail expansion as follows:

- Funding has been approved for the non-motorized path from Boyne City to the Evangeline/Bay Township line (Springwater Beach Road).
- Presented \$2,880,000 estimate for proposed non-motorized path from U.S.-31 to Camp Seagull (approximately 6-Miles long). The path would be separated from the road and paved 10-FT wide. The Board reminded Maxwell they would approve constructing the non-motorized trail within the customary 66-feet of right-of-way. However, the Road Commission will require written permission from each affected property owner for any part of the trail construction beyond the original 66-foot limits ~~and~~ but within the 99-foot limits acquired in the 1950's due to restrictions contained in the additional right-of-way wordage.
- Grant application is due April 1, 2012.
- An ACT 51 recipient needs to be the applicant for the Transportation Enhancement Grant application; Boyne City was the applicant for the first phase and the City of Charlevoix is the applicant for the proposed "Lake-to-Lake" trail to Fisherman's Island State Park. Maxwell asked if the Road Commission would consider being the applicant for the proposed U.S.-31 to Camp Seagull trail. The Board would like to see the complete grant application before committing.

Mr. Harmon presented the pre-application TIGER (Transportation Investment Generating Economic Recovery) Grant submitted to the Federal Highway Administration on February 17, 2012 for a multi-modal facility on Beaver Island; Charlevoix County Transit, Sheriff and Road Commission. If the pre-application is approved, the second phase requires more technical information and will require assistance from Northwest Design Group to help complete the application. Commissioner Reinhardt stated he will discuss this at the next Charlevoix County Building & Grounds committee meeting.

Mr. Harmon stated the draft County Storm Water Ordinance will be discussed at tonight's Michigan Township Association meeting.

All present discussed Boyne Valley Townships letter dated February 15, 2012, requesting the road commission cost-share in upgrading Addis Road (from U.S.-131 to the transfer station) to an all-season road. This road section has a "Natural Beauty" designation and would have to be "undesignated" to comply with the Natural Beauty Road law. The Road Commission would provide all engineering (design and construction), prepare the bidding documents, and provide construction inspection. Commissioner Ogden will draft a letter responding to the request.

Commissioner Ogden moved to open bids to purchase one new 2012 work ready 4WD pickup truck at 10:30 AM March 19, 2012, seconded by Commissioner MaGee.

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

Commissioner Reinhardt:

- Asked why Deer Meadows Court (a dead-end street off Boyne City-East Jordan Road) is plowed before other main through roads in Wilson Township. Mr. Harmon explained how the plow route is set up and why it is done early in the day (to maintain safety by insuring all right turns for the plow trucks which can't safely turn left from a stopped position, and cross the road in alignment with the required snow removal area).
- Believes the additional Boyne City-Charlevoix Road reconstruction funding could be approved at their March 14, 2012 meeting.

Mr. Harmon:

- Seasonal weight restrictions go into effect March 1, 2012 at 8AM countywide.
- Matelski Lumber Company has inquired about bonding a portion of Magee Road (from Thumb Lake Road North approximately 400-FT) during seasonal weight restrictions to haul logs off property they are logging.
- Updated the Board on the Whitmore lawsuit (May 2006 motorcycle accident on Advance Road near Cummings Road).

Mr. Vanek discussed recent Boyne City-Charlevoix Road (Sumner to Stephens Road) preconstruction meeting with contractor M & M Excavating and MDOT. Construction is proposed to start the middle of April. An on-site utility meeting is scheduled for later this week.

Commission Ogden:

- Attended Asphalt Pavement Workshop (hosted by the Asphalt Pavement Association of Michigan) in Gaylord with Harmon and Vanek. Suggested reviewing current asphalt mix design requirements and make adjustments to reduce some of the thermal cracking issues showing up on some of our roads.

10:30 AM bid opening for:

Holy Island Road Wedge & Overlay Project, Eveline Township (0.55 mile; project #A489.006-041; engineers estimate \$84,000; August 17, 2012 completion date):

<u>CONTRACTOR</u>	<u>BID AMOUNT</u>
Payne & Dolan, Inc.	\$80,960.00
Rieth-Riley Construction Co.	\$84,607.50
Team Elmer's	\$93,386.00

Mountain Road Wedge & Overlay Project, Eveline Township (2.46 miles; project #A489.006-042; engineers estimate \$225,000; August 17, 2012 completion date):

<u>CONTRACTOR</u>	<u>BID AMOUNT</u>
Rieth-Riley Construction Co.	\$220,338.75
Payne & Dolan, Inc.	\$224,962.50

Washington Street Overlay Project, Eveline Township (0.23 mile; project #A489.006-043; engineers estimate \$41,000; August 17, 2012 completion date):

<u>CONTRACTOR</u>	<u>BID AMOUNT</u>
Rieth-Riley Construction Co.	\$34,460.00
Payne & Dolan, Inc.	\$35,956.00
Team Elmer's	\$38,444.50

Commissioner Ogden moved to pay bills totaling \$82,662.81, seconded by Commissioner MaGee.

➤ Roll Call VOTE: Ayes – Ogden, MaGee Nays – 0 Absent-1 Motion carried.

Vice Chairman MaGee adjourned at 10:45 AM.

FEBRUARY 13, 2012

Chairman Way opened the meeting at 9:00 AM.

Chairman Way, Commissioners MaGee & Ogden, County Commissioners Ron Reinhardt and Shirlene Tripp, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Shelley Kondrat attended, along with Rieth-Riley Construction Co., Inc. representatives Jim Pemberton and Matt Stuck.

Commissioner Ogden moved to accept January 23, 2012 regular meeting minutes as presented, seconded by Commissioner MaGee.

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

Commissioner MaGee moved to transfer \$31,564 from the Construction Fund to the General Fund for 2012 Boyne City-Charlevoix Road reconstruction and other various contract engineering services, seconded by Commissioner Ogden.

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

Commissioner Ogden moved to transfer \$14,815.05 from the Equipment Fund to the General Fund for 2005 Bucket Truck #014 and accompanying equipment numbers: 014A, 959, 960, 962 & 963, seconded by Commissioner MaGee.

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

Mr. Harmon presented Boyne City-Charlevoix Road (federal portion) bid tabulations as follows:

* **Boyne City-Charlevoix Road** reconstruction project 2.48 miles from Sumner Road to Stephens Road (A459.001-005 Bay Township and A459.007-007 Hayes Township; engineer's estimate \$1,547,661.50; completion date June 29, 2012):

CONTRACTOR

BID AMOUNT

M&M Excavating Company (M&M)	\$1,468,950.05 (5.09% below engineer's estimate)
D. J. McQuestion & Sons, Inc.	\$1,499,637.45
Rieth-Riley Construction Co., Inc.	\$1,507,597.80
Payne & Dolan, Inc.	\$1,537,325.33
Elmer's Crane and Dozer, Inc.	\$1,642,998.26

* Project funded using STP, Fed-D and State-D funds (approximately \$987,259), and countywide road millage funds (approximately \$560,053). Mr. Vanek noted MDOT Resident Engineer Judy Browning will attend the 10:00 AM February 23, 2012 pre-construction meeting.

** Boyne City-Charlevoix Road reconstruction project 7.52 miles from Western Avenue to Stephens Road (A459.004-004 Charlevoix Township and #A459.007-003 Hayes Township; engineer's estimate \$3,085,913.40; completion date September 28, 2012).

CONTRACTOR

BID AMOUNT

Payne & Dolan, Inc.	\$2,968,628.90 (3.80% below engineer's estimate)
Rieth-Riley Construction Co., Inc.	\$2,970,614.72

** Project 100% countywide road millage funded.

Upon request, Mr. Harmon explained M&M is a Gaylord contractor, who reconstructed Huffman Lake Road 12 years ago. Commissioner Ogden thought Elmer's would bid; Mr. Vanek said they didn't because neither Payne and Dolan or Rieth-Riley would quote an asphalt price per ton.

Mr. Harmon reported the Charlevoix County Road Steering Committee (CCRSC) met February 6, 2012 and recommended awarding both Boyne City-Charlevoix Road projects to low bidders, which has been presented to the County Board. Mr. Harmon, Mr. Vanek and CCRSC Chair John Vron dran will attend February 17, 2012 Charlevoix County Board meeting of the whole to discuss proposed 2012 Boyne City-Charlevoix Road projects and funding options. Both projects exceed \$4.4 million. Current available funding is approximately \$3.5 million (\$1 million each from federal/state & the County Board road fund [a loan to CCRC], and \$1.5 million in countywide road millage).

Mr. Harmon explained that on January 3, 2012, the Federal Government added CDL driver cell phone usage rules, limiting use while driving. Employers and drivers would be subject to fines for each violation. He said some CCRC drivers abuse cell phone usage, which has been reported by co-workers and the public. To comply, Mr. Harmon presented proposed Policy # 2012-1 entitled "Cell Phone Usage" drafted by CCRC labor attorney Michael Kluck.

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

POLICY TITLE:

INDEX NO.: #2012-1

CELLULAR TELEPHONE USAGE

**CHARLEVOIX COUNTY ROAD COMMISSION
ADOPTED: FEBRUARY 13, 2012**

POLICY STATEMENT

CELLULAR TELEPHONE USAGE POLICY

It is the policy of the Charlevoix County Road Commission to provide a safe work environment for all its employees, and to the extent reasonably possible to prevent injury to employees and third parties while employees are performing their work activities. Road Commission employees perform safety sensitive work in areas of moving traffic and road right of way, as well as maintenance and construction zones and on-site yard operations.

This section sets forth the Road Commission's policy on the use of Road Commission-issued cell phones and personal cell phones used during working hours. While this policy addresses issues specific to cell phone usage, it should be noted that cell phone usage is also subject to the Road Commission's Information Systems Policy incorporated herein by reference.

Road Commission-Issued Cell Phones:

The Road Commission provides cell phones for certain employees to use in the normal course of their duties.

- Employees must adhere to all federal, state and local rules and regulations regarding the use of cell phones.
- Employees issued a cell phone are expected to carry the phone with them during all working hours or scheduled on-call times.
- In the event the cell phone or any associated equipment is lost or damaged the employee must submit a written incident report to their immediate supervisor no later than the start of the next workday following the loss or damage.
- Inappropriate use, including any violation of these conditions and rules, will result in disciplinary action up to and including termination of employment.

Restrictions on Cell Phone Use

- Road Commission cell phones are issued to Road Commission employees to facilitate the conduct of Road Commission business. While it is recognized that under extenuating circumstances personal phone calls may have to be made using Road Commission cell phones, these calls should be kept to a minimum and the Road Commission will require employee reimbursement for any additional expenses arising due to personal use.
- While driving or operating Road Commission owned vehicles or equipment, whether they are moving or stationary on a highway, employees are prohibited from the use of Road Commission or personal cell phones. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, taking photographs, reading or responding to e-mails and text messages, and accessing the internet.
- Cell phone use for personal purposes during working hours (with the exception of cell phone use during breaks or lunch periods) shall be limited to calls of an emergency nature due to unforeseen circumstances.

As previously stated, while driving or operating Road Commission owned vehicles or equipment, employees are generally prohibited from the use of Road Commission or personal cell phones. Usage under these circumstances is only permitted when it is deemed an emergency and its use is necessary to the safe and efficient operation of the Road Commission. This usage should be kept to the absolute minimum in both frequency and duration. In cases of emergency, cell phone use should take place only after the employee has moved the vehicle to the side of, or off, a highway and has stopped in a location where the vehicle can safely remain stationary.

Radio communication should be the primary means of communication between all Road Commission employees during working hours. When a more secure method of communication is deemed necessary for the safe and efficient operation of the Road Commission, employees are permitted to communicate via telephone (cell phones and land lines), subject to the above restrictions.

This policy is intended to comply with existing federal, state or local laws and regulations which may control the usage of a cellular telephone during the operation of a motor vehicle on Road Commission business during the employee's normal working hours.

The Road Commission reserves the right to monitor employee compliance with this policy through appropriate means, including but not limited to, vehicular surveillance. By utilizing a personally-owned cellular telephone while on duty, the employee consents to the Road Commission's right to conduct monitoring to determine employee compliance.

The Road Commission reserves the right to amend or modify this policy at any time. Any employee who fails to comply with this policy will be subject to disciplinary action up to and including termination for any violation.

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

I certify this is a true Policy copy adopted by the Charlevoix County Road Commission Board at their February 13, 2012 regular meeting.

Shelley Kondrat, Clerk

Mr. Pemberton (Rieth-Riley project manager) presented letter (see attached) requesting Rieth-Riley be awarded the bid for Boyne City-Charlevoix Road reconstruction project from Western Avenue to Stephens Road because they are the paving contractor for the federal portion (Sumner Road to Stephens Road), and the bid difference is less than \$2,000. The Board and Mr. Harmon explained awarding the project to the second bidder would negatively affect the bidding process integrity.

Mr. Vanek explained the subject roads exhibiting cracking were paved with 13A asphalt mixture, but the new 4E1 mixture now being used doesn't exhibit premature cracking.

Commissioner Ogden moved to pay bills totaling \$117,841.16, seconded by Commissioner MaGee.

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

Chairman Way adjourned at 9:45 AM.

JANUARY 09, 2012

Commissioners Ogden & MaGee, County Commissioners Ron Reinhardt & Shirlene Tripp, CCRC manager Patrick Harmon, CCRC staff engineer James Vanek and CCRC clerk Shelley Kondrat attended. (Absent: ~~Chairman~~ Commissioner Doug Way).

Clerk Shelley Kondrat opened the meeting at 9AM and requested 2012 Chairman nominations.

There were no nominations for chairman. Commissioner Ogden explained the past chairman should be re-elected but is in the hospital today, and under Roberts Rules of Order, there is no provision for electing a chairman who is absent. The consensus is to leave the chairmanship open until Doug Way can attend the next meeting.

Mrs. Kondrat opened the floor for 2012 Vice-Chairman nominations.

Commissioner Ogden moved to nominate Commissioner MaGee for 2012 Vice-Chairman and to close nominations and cast a unanimous ballot for Commissioner MaGee for 2012 Vice-Chairman, seconded by Commissioner MaGee.

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

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

Vice-Chairman MaGee opened the meeting for general business.

Commissioner Ogden moved to accept December 27, 2011 regular meeting minutes as corrected, seconded by Commissioner MaGee.

Page 2, line 60: change "Ogden" to "MaGee"
Page 2, line 70: after "location" insert ", for these free lots"

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

Commissioner Ogden moved to open 2012 Annual Material Bids at 11:00 AM Friday, February 24, 2012 for March 12, 2012 Board review, seconded by Commissioner MaGee.

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

Commissioner MaGee moved to appoint Commissioner Ogden as voting delegate and Commissioner MaGee as alternate voting delegate at the March 2012 County Road Association of Michigan (CRAM) annual meeting, seconded by Commissioner Ogden.

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

Mrs. Kondrat noted January 1st through September 30, 2011 audit is progressing; the January 23, 2012 audit presentation by CCRC CPA Brett Luplow may be moved to a later date due to Act51 Reporting changes.

Commissioner Ogden moved to pay bills totaling \$32,088.11, seconded by Commissioner MaGee.

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

Vice-Chairman MaGee adjourned at 9:33 AM.