

The organizational meeting of the Board of County Road Commissioners of Benzie County was called to order by Clerk Kolinske at the Road Commission offices in Honor, Michigan on Thursday January 17, 2019 at 9:30 AM.

Present: Chairman Bob Rosa  
Vice-Chairman Ted Mick  
Member Jim Bowers

Manager Matt Skeels  
Clerk Jennifer Kolinske

### **Organizational Meeting**

Motion by Comm Bowers and supported by Comm Mick to elect Comm Rosa as Chairman of the board. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Motion by Comm Mick and supported by Comm Rosa to elect Comm Bowers as Vice Chairman of the board. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Motion by Comm Bowers and supported by Comm Mick to accept the 2019 Meeting Schedule as presented. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Motion by Comm Rosa and supported by Comm Mick to adopt Resolution 2019-01 Bank Depositories. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Motion by Comm Bowers and supported by Comm Mick to adopt Resolution 2019-02 ACH Transactions. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Motion by Comm Bowers and supported by Comm Rosa to adjourn the organizational meeting at 9:34 AM. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

### **Regular Meeting**

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission offices in Honor, Michigan on Thursday January 17, 2019 at 9:35 AM.

Motion by Comm Bowers and supported by Comm Mick to amend the agenda adding Trucks for Sale, Anderson Audit and Letter of Support GT Band, Carter Creek. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Minutes from 12/13/18 were accepted as presented.

Motion by Comm Bowers and supported by Comm Rosa to pay bills #45712 to #45792 in the amount of \$227,407.89 and Payroll #26 and #1 for \$127,427.43. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Motion by Comm Bowers and supported by Comm Rosa to pay the MERS EFT in the amount of \$47,194.04. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

### **Work Summary:**

Mike Johnson Shop Foreman/Facility Manager -New truck #3 has been delivered and is in service. Service work on trucks going well, no major issues yet.

Trucks for Sale - Motion by Comm Bowers and supported by Comm Mick to accept the high bid amount of \$670.00 from Louie Gelakosky for truck #005 and the high bid amount of \$1,528.00 from Paul Beechraft for truck #320. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Scott Fasel Superintendent – MDOT requires we accept the lowest bid on the salt barn roof. We have concerns on what type of finished product we will receive. Sherry Taylor mentioned that there needs to be more cleanup of downed trees on Milnichol Road.

**Page 2, Benzie CRC mtg 1/17/19**

**Standing guest: Gary Sauer, County Commissioner** – Jeff Miller has been hired as the new School Resource Officer for Benzie Schools. City of Frankfort is still working on an agreement with the county before they will commit to hire one. Attended coffee hour with Representative Curt VanderWall. Space Needs study being done at the county building, possible option is to have DHSS move to another location. Interviews in process for Public Defender/Chief Defender that would be shared with Manistee County, have a one hundred eighty-day deadline to get this done. Indigent Defense continues to be a state priority.

**Public Input:** - Paul Beechraft, Inland Township- expressed his dissatisfaction with the work done on 669 and Pioneer Road curve. Mr. Beechraft asked if the board would be willing to pay for the dirt work on Brundage and N Carmean Road if Inland Township pays for the paving. Superintendent Fasel to draft estimates for the dirt work to present at the next board meeting.

**Items Before the Board:**

Furnace Bids - Motion by Comm Rosa and supported by Comm Bowers to award the furnace bid to D & W for \$16,302.00 with the stipulation that the work be done in a timely manner. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Salt Shed Bids - Motion by Comm Bowers and supported by Comm Rosa to award the salt shed roof bid to Rasmussen Exteriors for \$31,156.00 based on MDOT rules that we must accept the lowest bid. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

**Administrative Wage Adjustments -**

Motion by Comm Rosa and supported by Comm Bowers to give 4% wage rate increases to Financial Manager Jennifer Kolinske and Payroll Clerk Lisa Taber effective with the payroll starting January 21, 2019. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Motion by Comm Rosa and supported by Comm Bowers to change Shop Foreman/Facility Manager Mike Johnson from hourly to an annual salary of \$58,240.00 effective with the payroll starting on January 21, 2019. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Motion by Comm Rosa and supported by Comm Mick to promote Ricky Worm to Road Foreman with an hourly rate of \$20.82 per hour effective with the payroll starting on January 21, 2019. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Manager Contract Renewal - Motion by Comm Rosa and supported by Comm Bowers to enter into a new, two-year contract with an annual salary review option with Manager Skeels to include a rate increase of 4% effective with the payroll starting on January 21, 2019. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Pioneer Road & 669 Issues – Manager Skeels informed the board that we are having delaminating issues with the pavement on Pioneer Road. The project is not closed yet, MDOT has been put on notice as well as Heather at Gourdie Fraser. 669 paving project has roller marks and the quality of the project overall seems poor. Manager Skeels stated that in the future we should be adding more quality control specifications to our bid packages to help eliminate these issues.

**Page 3, Benzie CRC mtg 1/17/19**

CRA Ballot - Motion by Comm Bowers and supported by Comm Rosa to elect Larry Orcutt, from Alpena for the CRA Board of Directors Ballot. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

2019 Primary Road Projects - Motion by Comm Bowers and supported by Comm Mick to accept the 2019 Primary Road Projects list as presented by Manager Skeels. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Weldon Township – Haze Road Bridge Funds – Manager Skeels to send letter to Weldon Township requesting they develop a plan to set aside funds each year for this project as well as look into any grant opportunities they may have. Motion by Comm Bowers and supported by Comm Rosa to allow Weldon Township to bank their Local Road Improvement Funds for one year. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Gourdie Fraser-Homestead Road Agreement- Motion by Comm Bowers and supported by Comm Mick to authorize Manager Skeels to sign the Homestead Road Agreement for design and engineering services with Gourdie Fraser. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

**Correspondence/Information/Discussion:**

2014-2018 Millage – Spreadsheet of actual millage expenditures presented to the board.

Vacation Rollover – Administrative staff made recommendation to wait to address this issue in the next union contract, board agreed.

Facebook Page – Administrative Assistant Pat Cote gave a brief summary regarding our new Facebook Page. There is a dummy Facebook page that was generated by Facebook that she is trying to merge with ours. There is a link to the Gaylord weather station on our site. She asked that if anyone has ideas for posts and/or pictures to please let her know. She has been reviewing what other road commissions post to get ideas.

Anderson Audit – Presented audit letter regarding general services to be performed to board members.

Letter of Support GT Bands - Motion by Comm Mick and supported by Comm Bowers to authorize Manager Skeels to sign the letter of support to the Bureau of Indian Affairs regarding the repair of the road-stream crossing at the Weldon Road crossing of Carter Creek in Benzie County. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

**Public Input:** Ron Evitts, Colfax Township-mentioned that Knudson’s property located between Reynolds Road and Nostwick Road is for sale and suggested that the road commission might want to look into getting an easement.

**Board Round Table:** Board members presented a plaque to John Fortine for his twenty-five years of service. Staff picture was shared with the board. CRA Highway conference to be held March 12<sup>th</sup> to March 14<sup>th</sup> 2019. Logging legislation did not pass.

Meeting Adjourned at 11:15 AM

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Robert Rosa, Chairman

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Jennifer L. Kolinske, Clerk