

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 April 25, 2019 at 9:30 AM.

Present:	Chairman Bob Rosa	Manager Matt Skeels
	Vice-Chairman James Bowers	Clerk Jennifer Kolinske
	Member Ted Mick	

The agenda was accepted as presented.

The April 11, 2019 minutes were accepted as presented.

Motion by Comm Bowers and supported by Comm Mick to pay bills #46005 to #46037 in the amount of \$61,069.96 and Payroll #8, #8a & #8b for \$62,951.61. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Motion by Comm Mick and supported by Comm Rosa to pay the MERS EFT in the amount of \$48,192.00. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Work Summary:

Mike Johnson Shop Foreman/Facility Manager – N/A
Scott Fasel Superintendent – N/A

Matt Skeels Manager – We have received a rental sweeper & crew is starting to sweep roads. Sweeper will be used mostly for state roads, time permitting we will do some of the county roads. New broom truck to arrive next week. Mike is continuing to convert trucks from winter to summer mode.

Standing guest: Gary Sauer, County Commissioner – Attended a Day at the Capitol with the Health Department, opiate issue is a reoccurring topic. Charles Kraus is asking for a letter of support for a Historical Marker in the Village of Thompsonville. Maryanne Goodman is the new clerk for Village of Elberta. OSHA did a surprise inspection at the Maples. County audit was presented at their last meeting.

Public Input: - Mr. Sauer's asked Manager Skeels to follow up on the process of designating Joyfield Road as a Natural Beauty Road.

Items Before the Board:

Max Patch Stone Bids - Motion by Comm Bowers and supported by Comm Mick to award the Max Patch Stone bid to Cliff's Sand & Gravel, Inc. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Inland Township – Carmean & Brundage Overhead Fees - Motion by Comm Rosa and supported by Comm Bowers to charge Inland Township overhead fees for both the Carmean and Brundage projects. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

CRA Ballot – Updates to CRA Bylaws - Motion by Comm Mick and supported by Comm Bowers to support the revised CRA Bylaws ballot. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

August Meeting Dates - Motion by Comm Bowers and supported by Comm Mick to change the August 2019 meeting dates from August 8th and August 22nd to August 15th and August 29th. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

2nd QTR Financials – Financial Manager Kolinske presented the 2nd Quarter financials. Recommendations were made to amend the budget on four-line items. Motion by Comm Mick and supported by Comm Bowers to amend Revenue and Expenditure accounts as follows: “Snow Removal Funds” (revenue) increasing it by \$44,936.95, “Other Contributions” (revenue) increasing it by \$215,512.59, “Primary Winter Maintenance” (expenditure) increasing it by \$136,012.65 and “Local Winter Maintenance” (expenditure) increasing it by \$94,817.54. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried.

Correspondence/Information/Discussion:

Staffing Update/Issues – Manager Skeels informed the board that we have extended an offer to a new mechanic. Gordon Willoughby will be retiring on May 17, 2019. We are still advertising for a mechanic, full-time truck driver and seasonal summer help.

Board discussed Administrative Assistant position and the need for it to be full-time. Motion by Comm Bowers and supported by Comm Mick to approve making the Administrative Assistant a full-time position. Ayes: Rosa, Bowers and Mick. Nays: None. Motion carried. Manager Skeels and Financial Manager Kolinske to set time frame on transition from part-time to full-time.

Manager Skeels has completed Superintendent Scott Fasel’s one-year review and is recommending a 1% wage increase. Motion by Comm Bowers and supported by Comm Mick to approve a 1% wage increase for Superintendent Scott Fasel effective April 29, 2019. Ayes: Rosa, Bowers and Mick. Nays: None

Manager Skeels has completed Foreman Rick Worm’s one-year review and is recommending a 2% wage increase. Motion by Comm Bowers and supported by Comm Mick to approve a 2% wage increase for Foreman Rick Worm effective April 29, 2019. Ayes: Rosa, Bowers and Mick. Nays: None

Building Improvements – Tentative building plans were reviewed with each board member individually. Mr. Sauer’s suggested a space needs study like the county is doing. Topic to be tabled until next meeting.

Benzie Expo Follow-Up – Clerk Kolinske and Manager Skeels shared results of Expo. Good public feed back and we were featured in the Record Patriot. Admin Cote and Clerk Kolinske will start attending Business After Hour events as time allows.

Public Input: Mr. Sauer’s mentioned the veterans are selling commemorative pins for \$5.00.

Board Round Table: Manager Skeels mentioned he will be meeting with Kim from CRA in the next few weeks to discuss culvert needs, the park service will be doing their prescribed burn this week and that Pioneer Road curve did not pass MDOT’s inspection. Clerk Kolinske reminded board members about our May meeting date changes.

Meeting Adjourned at 11:30 A.M.

Minutes Approved 5/16/19.

Robert Rosa, Chairman

Jennifer L. Kolinske, Clerk