

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 **December 23, 2020** at 9:30 a.m.

Present: Chairman Bob Rosa
Vice-Chairman James Bowers
Member Ted Mick
Manager Matt Skeels
Finance Manager/Clerk Joe Nedow

Guests: The public was invited to attend via telephone conferencing due to COVID concerns and restrictions.

The agenda was accepted as presented.

December 10, 2020 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50139 to #50177 in the amount of \$89,014.07 and Payroll #26 for \$70,742.80.

Discussion: None. Ayes: Rosa, Bowers and Mick. Nays: None. Motion is hereby adopted.

Cash Summary: Reviewed – no comments offered.

Work Summary:

-Reviewed written report summarizing the tasks and activities completed or in-progress for the Manager and for each department head.

Standing guest: Gary Sauer, County Commissioner – Presented an oral report over the phone for items/issues the Benzie County Board of Commissioners is dealing with as well as events impacting local government from around Benzie County.

Public Input: Benzie County Commissioner Sherry Taylor: as today's meeting is closed to the public with participation limited to telephone access and this trend is likely to continue for the foreseeable future, she asked that future agendas be made available to the public by posting them on social media and/or the Roads Commission's website. Nedow stated that he would be happy to do so for future meetings.

Update on Esch Road paving project: Skeels provided an update on the status of this road project. The National Park Service has been resistant in providing additional right of way to construct the parking area in the proposed turn around area. Instead, parking spaces will be created within the existing road right of way and the proposed turn around area eliminated. Skeels then provided diagrams to the Board that depicts the new configuration.

Appointments: At 10:00 a.m. the Board spoke with Mark Collison of Otwell-Mawby to discuss and identify additional testing needed should the Road Commission accept the Platte River School property if offered by the Benzie Central School District. Collison stated that even though some of the samples previously taken show traces elements of contaminants in density below what the State of Michigan guidelines considers safe, additional testing is needed. When asked by Commissioner Rosa as to what is the next step, Collison stated that he will need to contact Benzie Schools to obtain a copy of an environmental assessment report which the school district had obtained for the site. The contents of the report will then indicate what additional testing would be to be done, and Collison stated he should then be able to provide a cost-estimate to the Board to consider prior to their next meeting in January.

Items Before the Board:

Motion to accept 2020 Road Commission financial audit report & Act-51 report:

Nedow distributed copies of the September 30, 2020 audit report as prepared by Phil Wolf of Anderson Tackman and Company that resulted in an unqualified (clean) opinion. As in past years, the report did include the significant deficiency in internal controls – segregation of duties performed by the Finance Manager. While this condition could result in the potential for inaccurate reporting of account activities, sufficient resources and staff are not available to adequately segregate these functions. Additionally, Wolf wrote that the benefit of

segregating these duties does not appear to exceed the cost of adding additional staff to compensate. The report also includes reference that the new Finance Manager is prohibited from signing checks and does not receipt funds which should help alleviate this condition. Nedow also stated he will be working on updating the various policies and procedures also mentioned in the report.

Motion by Commissioner Bowers supported by Commissioner Mick to accept the 2020 year-end audit report and accompanying financial statements as reviewed and prepared by Anderson Tackman and Company.

Discussion: none.

Ayes: Rosa, Bowers and Mick. Nays: None. – Motion is hereby adopted.

Motion by Commissioner Rosa supported by Commissioner Bowers to approve the audited Act-51 report for the year ended September 30, 2020 so that it can be submitted to the State of Michigan reporting portal.

Discussion: none.

Ayes: Commissioners Rosa, Bowers and Mick. Nays: None. – Motion is hereby adopted.

Approve/ratify street maintenance agreements:

To date, Nedow reported receiving signed copies of the three-year street maintenance agreements back from Benzie County, and the Villages of Elberta, Frankfort, Honor and Beulah which can now be executed by the Board.

Motion by Commissioner Bowers supported by Commissioner Mick to execute the three-year Street Maintenance Agreements for the following governmental agencies: Benzie County (Government Center roads, jail access road and Betsie Valley Trail), Villages of Frankfort, Honor, Elberta and Beulah.

Discussion: None.

Ayes: Rosa, Bowers and Mick. Nay: None. – Motion is hereby approved.

Request to pay out vacation banks of the Superintendent and the Fleet Manager:

While discussed at a prior meeting, Skeels once again asked the Board to consider paying out the vacation banks of the Superintendent and Fleet Manager as a one-time courtesy as both had been unable to use their vacation due to the COVID shutdown when both had worked and also due to staffing issues.

Motion by Commissioner Mick supported by Commissioner Rosa to authorize paying out the Superintendent's and Fleet Manager's vacation banks at the end of the year.

Discussion: None.

Ayes: Rosa, Bowers and Mick. Nay: None. – Motion is hereby approved.

Correspondence/Information/Discussion:

Motion by Commissioner Bowers supported by Commissioner Mick to schedule the Road Commission's Organizational and regular Board meeting for January 14, 2021 starting at 9:30 a.m.

Discussion: None.

Ayes: Rosa, Bowers and Mick. Nay: None. – Motion is hereby approved.

Board Round Table: None.

Public Input: None.

With no further business to discuss the meeting was adjourned at 10:44 a.m.

Robert Rosa, Chairman

Joel Nedow, Clerk