

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 **June 24, 2021** at 9:30 a.m.

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

Guests attending: Gary Sauer, County Commissioner. The public was also invited to attend via telephone conferencing due to COVID concerns.

Agenda: Nedow and Skeels requested two items be included in today's agenda.

Motion by Commissioner Bowers supported by Commissioner Mick to amend the agenda to add the following items:

- *Items before the Board – Review/consider approving tentative agreement with union bargaining unit.*
- *Items before the Board – Request to amend Purchasing Policy-additional authorized purchaser.*

Discussion: none.

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

The amended agenda was then accepted as presented.

Manager Skeels then recommended the Board to go into Closed session to discuss the latest tentative labor agreement with their attorney.

Motion by Commissioner Rosa supported by Commissioner Bowers to go into closed session to confer with the Road Commission's corporate counsel regarding the recent union tentative agreement.

Roll call vote: Rosa – aye; Bowers – aye; and Mick – aye. The Board then went into closed session at 9:33 a.m.

At 10:24 a.m. the Board returned to open session and Chairman Rosa reconvened the regular meeting.

June 10, 2021 regular meeting minutes were approved.

Motion by Commissioner Bowers and supported by Commissioner Mick to pay bills #50602 to #50636 in the amount of \$394,236.24 and approve Payroll #13 for \$55,610.55.

Discussion: None.

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

Cash Summary: Reviewed as presented without comment.

Work Summary:

-Reviewed written report summarizing the tasks and activities completed or in-progress for the Manager and for each department head. Superintendent Fasel provided an oral report: all paving jobs except for Cinder Road and Esch Road have been completed, with Cinder Road expected to be paved within a week or two, depending on the weather. He also reported the brine contractor completed brining those gravel/dirt roads south of M-115 and US-31 before the rainy weather caused a delay. Fasel anticipates brining the remaining gravel/dirt roads should be completed within the following week.

In regards to an encroachment permit application submitted by Gulley Collier who is asking the Road Commission to allow three masonry wall sections to be built within the road right of way at 1139 South Shore Drive, Fasel stated that he did not have any problem with this request as there are numerous structures already existing within the right of way along that section of the roadway.

Motion by Commissioner Bowers supported by Commissioner Mick to approve the encroachment request permit as submitted by Gulley Collier to allow three masonry wall sections to be constructed within the South Shore Drive right of way.

Discussion: None.

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

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

Appointments: None.

Public Input: None.

Items Before the Board:

Request by Skeels to reschedule the July 22nd regular board meeting:

Motion by Commissioner Bowers supported by Commissioner Mick to reschedule the July 22, 2021 Road Commission Regular meeting to Thursday, July 29, 2021 starting at 9:30 a.m. as requested.

Discussion: None.

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

Tentative agreement with Technical, Professional, and Office-workers Association of Michigan:

Skeels reported the union membership had earlier this week voted to accept the revised tentative agreement reached during the June 22nd bargaining session. As such, the Road Commission's corporate counsel is recommending the Board accept the agreement as presented.

Motion by Commissioner Rosa supported by Commissioner Bowers to accept the tentative agreement between the Benzie County Road Commission and the TPOAM as presented and as recommended by the Road Commission's corporate counsel, with said contract running from July 1, 2021 to June 30, 2024 with new pay rates in effect the first full payroll in July 2021.

Discussion: None.

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

Administrative wage adjustments – Manager's recommendation:

Skeels presented his recommended wage adjustment for the administrative staff that are based upon a report prepared by Nedow that polled those road commissions within the Paul Bunyan Council having similar size, MTF revenue levels and similar staffing levels to gauge how Benzie's administrative staff wages compare. The report concluded Benzie's administrative wages are in fact significantly lower than the average wages calculated which Skeels used to justify his recommendations.

Motion by Rosa supported by Bowers to adjust the administrative staff wages (effective the first full payroll in July) as follows: Manager – from \$77,230.40 to \$83,500.00; Superintendent – from \$66,580.80 to \$70,600.00; Finance Manager – from \$58,000.00 to \$63,000.00; Fleet Manager – from \$59,087.20 to \$62,056.00; Foreman – from \$22.09/hour to a salary of \$51,000.00 (salary position); Engineer Tech/North Foreman – from \$21.42/hour to a salary of \$51,000.00 (salary position) and Payroll Clerk – from \$18.93/ per hour to \$20.67/hour.

Discussion: None.

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

Amend/update the BCRC Administrative Personnel Manual:

Motion by Commissioner Bowers supported by Commissioner Rosa to update the Benzie County Road Commission Administrative Personnel Manual to reflect the following additions/clarifications:

- Allow qualifying administrative staff members to participate in the Road Commission's Safety Reimbursement Program up to \$275.00 reimbursement per year for employer approved prescription safety glasses, MIOSHA certified footwear, hearing protection, and/or high visibility clothing with submitted receipts.
- Include the Friday following Thanksgiving Day as a paid holiday.
- Allow administrative staff to participate in the union Deferred Compensation Plan as of July 1, 2021 with a \$2,000.00 per year Employer match for either MERS or Nationwide plans.
- Update the Comp Time policy to reflect one hour of overtime for one hour of comp time for hours exceeding 40 hours per week worked. Updated list of positions covered by this policy to include the Fleet Manager, Engineer Tech and Foreman (all salaried positions)
- Adjust Longevity Pay: \$125.00 after five years; \$225.00 after ten years; \$325.00 after fifteen years; \$425.00 after twenty years; \$525.00 after twenty-five years; and \$625.00 after thirty years.

Discussion: None.

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

Request to amend the Purchase Policy:

Nedow asked to amend the policy to include the Sign Shop attendant as an authorized department purchaser since this position orders signs, posts and other traffic related items.

Motion by Commissioner Bowers supported by Commissioner Mick to amend the Benzie County Road Commission Purchase policy to include the Sign Shop attendant as an authorized purchaser.

Discussion: None.

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

Correspondence/Information/Discussion: None.

Public Input: None.

Board Round Table:

Skeels provided an update on the ongoing soil testing and property survey of Platte River Elementary School property – results are expected by the middle of July. In addition, he also was contacted by NMCAA representative Kelly Stockfisch who is in the process of drafting a new lease for occupying three classrooms this coming school year.

-Henry Road relocation: as the Benzie Schools would like to proceed with efforts to relocate a portion of this road, Skeels is recommending an agreement be drafted between the Road Commission, Benzie Schools and Benzonia Township which memorializes what the financial obligations for each entity would be.

-Received the December 31, 2020 MERS annual year-end actuarial report; the Road Commission's defined benefit pension funding level rose from 46% to 51%.

-In regards to Autumn Mist Drive, an unfinished private road in Weldon Township: Nedow suggested Skeels contact Weldon Township to request the township pursue efforts to finish constructing this road so that lot owners on the south, unfinished section can access their parcel. Doing so should mitigate any possible future situations regarding granting egress for this subdivision.

The garage parking lots have been recently seal coated, thanks to the Superintendent's efforts.

With no more business to discuss, Chairman Rosa then adjourned the meeting at 11:31 a.m.

Robert Rosa, Chairman

Joel Nedow, Clerk