**Board Minutes**

**March 30, 2023**

The regular meeting of the Crawford County Board of Road Commissioners was held at their office at 500 Huron Street on Thursday, March 30, 2023, at 4:30 p.m., **Present:** Commissioner Jones, Commissioner Hanson, Vice Chairman Summers, and Chairman Halstead. Absent: Commissioner Larson. **Administrative staff f present:** Managing Director Don Babcock and Administrative Clerk Kaitlyn Carlson. **Public Attending**: Brian Vaughn, Halliday Sand and Gravel, Maple Forest Township Supervisor Tom Coors, County Commissioner liaison Dorothy Frederick, Beaver Creek Township Residents Ron Calkins, Brent Calkins, and Bob Cooper.

It was moved by Chairman Halstead to add to New Business, the following topic: Agreement for road improvement South Branch Township 2023, and supported by Commissioner Hanson to approve the March 30, 2023, Crawford County Road Commission Agenda with the forementioned addition. Roll Call: Larson absent, Hanson yea, Jones yea, Summers yea, and Halstead yea. Motion Carried.

It was moved by Commissioner Jones, supported by Commissioner Hanson to approve the March 16, 2023, Board Minutes as presented. Roll Call: Larson absent, Halstead yea, Summers yea, Jones yea, Hanson yea. Motion carried.

Accounts Payable Voucher #13 in the amount of $176,678.88 was moved to pay by Commission Hanson and supported by Chairman Halstead. Roll Call: Larson absent, Halstead yea, Summers yea, Hanson yea, Jones yea. Motion Carried.

Cash Flow: None

Accounts Receivables: Commissioner Hanson inquired if the invoice billed to the State of Michigan, in the amount of $12,387.08, was the outstanding invoice from Bridge Labor performed by Collechio. Managing Director Don stated it was not, the invoice Commissioner Hanson inquired about was a more recent invoice.

Blade and Brine Report: No discussion

**PUBLIC COMMENTS:** Tom Coors, Maple Forest Township Supervisor, inquired about who decided what roads were to be plowed during the winter storm over the weekend. Don replied that either the Foreman on duty or himself direct the drivers on their route, there is Road patrol coverage 24/7 most of the winter. The road crew also communicates with each other on the conditions of the roads as they’re out, State Roads and Primary Roads are the first to be done.

County Commissioner liaison Dorothy Frederick spoke about an event where the public would have a chance to meet with their elected officials, on April 14th at Dead Bear Brewing Company.

Ron Calkins and Bob Cooper both inquired about the condition of Oak Road and how it was being bladed.

**NEW BUSINESS:**

**Permission to bid Furnishing and Delivery of 23A gravel, for South Branch Township Projects**. It was moved by Chairman Halstead to authorize staff to advertise for bids for furnishing and delivery of 23A gravel. Supported by Commissioner Hanson. Roll Call: Larson absent, Hanson yea, Jones yea, Summers yea, and Halstead yea. Motion Carried.

**DRAFT financial statements & Act 51 report:** Managing Director Babcock presented drafts of the financial statement and Act 51 report prepared by Auditor Thomas Smith at Smith & Klaczkiewicz, PC. Final reports will possibly be presented at the next meeting on April 14th.

**OLD BUSINESS:**

**Bituminous Base Bid opening**: **-** It was moved by Chairman Halstead and supported by Commissioner Hanson to award the Bituminous Base bid to J & N Construction of Gaylord, in the amount of $26,869.90. Roll call: Larson absent, Halstead yea, Summers yea, Hanson yea, Jones yea, Motion Carried

**23A Crushed Gravel Bid opening**: **-** It was moved by Chairman Halstead and supported by Commissioner Jones to award the 23A Crushed Gravel bid to Elmer’s Crane and Dozer of Traverse City in the amount of $272.500.00. Roll call: Larson absent, Halstead yea, Summers yea, Hanson yea, Jones yea, Motion Carried

**Clearing and Grubbing Pere Cheney Bid Award -** It was moved by Chairman Halstead and supported by Vice Chairman Summers to award the Clearing and Grubbing bid to Urban Tree Trimming of Detroit in the amount of $32,298.40. Roll call: Larson absent, Halstead yea, Summers yea, Hanson yea, Jones yea, Motion Carried

**Agreement for Road Improvement South Branch Township, 2023**. It was moved by Chairman Halstead and supported by Commissioner Jones to approve the agreement. Said Agreement is for Clearing and Grubbing on Pere Cheney Road.

**AGREEMENT FOR ROAD IMPROVEMENT**

**South Branch Township, 2023**

This agreement, made and entered into between the Township Board of South Branch, Crawford County, Michigan, referred to herein as "Township" and the Board of Crawford County Road Commissioners, referred to herein as "Road Commission", whereby it is agreed:

**WHEREAS, the Township desires to accomplish the road improvement of: Pere Cheney Road; from a point ½ mile west of Stephan Bridge Road to the intersection of Bell Top Lodge. 1.00 miles.**

IT IS NOW THEREFORE AGREED, that the Road Commission will accomplish the following:

**Project Description: Clear and Grubb the entire 66 foot wide right of way.**

And to complete this improvement for the sum of **$32,298.40** for the entire project.

IT IS NOW THEREFORE FURTHER AGREED that the Road Commission will participate in payment toward these improvements in the amount of **$16,149.20.** South Branch Township shall be responsible for payment of the balance.

IT IS FURTHER AGREED that as the project begins, the Road Commission will bill the Township 50% of the agreement amount. After completion of the project, the Road Commission will bill the Township for the balance due. The Township shall pay to the Road Commission any additional cost in excess of the aforesaid cost, provided such excess does not exceed ten percent (10%) of the amount originally agreed to, or in the alternative, has been previously agreed upon by the Township.

The undersigned officers hereby certify that at a meeting of the Township of South Branch, held the \_\_\_\_\_\_\_ day of \_\_\_\_\_\_, 2023 AD they were authorized to enter into this agreement with the Crawford County Road Commission and that their share of the funds are available.

**SOUTH BRANCH TOWNSHIP**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Witness

Anna Slyvester

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clerk \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Witness

(Please print name of persons signing)

**CRAWFORD COUNTY ROAD COMMISSION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Witness

Ryan Halstead Donald A. Babcock

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vice-Chairman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Witness

Gary Summers Kaitlyn Carlson

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Commissioner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Cris Jones

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Commissioner

Scott Hanson

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Commissioner

Ronald Larson

Roll call: Larson absent, Halstead yea, Summers yea, Hanson yea, Jones yea, Motion Carried

**MANAGING DIRECTOR COMMENTS:**

Managing Director Babcock stated since there is no detour to take during the Superstructure replacement of the County Road 612 over Big Creek Bridge. We will be renting message boards to put out before the construction starts, asking traffic to consider an alternate route. Don is waiting for revised project schedules before renting message boards.

**COMMISSIONER’S COMMENTS:**

Commissioner Larson – Absent.

Commissioner Summers – None

Commissioner Hanson – None

Commissioner Jones – None

Chairman Halstead – None

There being no further business to come before the Board Chairman Halstead declared the meeting adjourned at 5:03 p.m.

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**Ryan Halstead, Chairman Kaitlyn Carlson, Administrative Clerk**