

**Minutes**  
**RURAL TASK FORCE 10-C (Benzie, Grand Traverse, Leelanau)**  
**December 13, 2019**  
**1:00pm – Benzie County Road Commission**

*In Attendance: See attendance sheet.*

**1. Introductions**

Chair Matt Skeels, BCRC, called the meeting to order at 1:10 p.m.

**2. Approval of agenda/meeting minutes**

Matt Skeels asked members if they would like to add elections to the agenda, rather than holding a meeting in February

**Motion to approve the December 13 agenda as amended to include elections and April 29 minutes by Bill Kennis, supported by Wayne Schoonover.**

**Motion approved by all members in attendance.**

**3. RTF updates**

Josh Grab informed the members of RTF updates including:

- Delay in State D fund release stemming from Secretary of State system changes.
- JobNet will have read only access for members to use. Look for future webinars on how to utilize them.
- Local agency balance reports are a new report that will be available in monthly reports.

**4. 2020-2023 Revision/Update of TIP projects**

Task force members reviewed and updated the 2020-2023 projects:

Kelly Dunham asked that we look at the illustrative list during this review.

2020

- JN 130736 (Homestead Road) State D was decreased to \$0, local was increased to \$251,917 - Update 1799 needed

2021

- Changed JN 205773 on balance sheet to better reflect work being done
- Leelanau County transit job missing - Kelly Dunham will resend in 1797 forms
- Benzie County increased River Road project STP to \$324,000 - New 1799 needed
- JN 205425 STP increased to \$65,000 - Updated 1797 form needed

2022

- Leelanau County transit job missing - Kelly Dunham will resend in 1797 forms
- Benzie County increased Various Locations project STP to \$332,000 - New 1799 needed
- JN 205708 STP increased to \$65,000 - Updated 1797 form needed

2023

- Leelanau County transit job missing - Kelly Dunham will resend in 1797 forms

- Benzie County increased Various Locations project STP to \$340,000 - New 1799 needed
- JN 205709 STP increased to \$65,000 - Updated 1797 form needed

#### Illustrative List

##### Benzie County

- Removed: Bus Shelters, GPS Tablets,

##### Grand Traverse

- Removed: Engine Diagnostic Smoke Machine, New Work Station, Card Security System, Cass Road Cameras, Shoretel System Upgrades, Parking Barn Improvements, Cass Road Lot Improvements
- Changed: Bus Shelter to Bus Stop Amenities - No cost change,
- Add: Fleet Scan Tool for \$4500 STP, Reflective Sign Posts for \$4000 STP, Conference Room Rehabilitation (Hall Street) for \$20,000 STP

##### Leelanau

- Removed: two Bus Purchases
- Add: Fleet Scan Tool for \$4500 STP, Reflective Sign Posts for \$4000 STP, Conference Room Rehabilitation (Hall Street) for \$20,000 STP, Bus Stop Amenities for \$20,000

**Motion to approve changes to 2020-2023 balance sheet by Bill Kennis, seconded by Kelly Dunham.**

**Motion approved by all members in attendance.**

## **5. Elections**

Matt Skeels said that he would continue as chair if no one else wanted to take it up, but he preferred to step away. Kelly Dunham said she was interested in serving as chair. Discussion ensued on Vice President and Justin Kelenske was interested.

**Motion to elect Kelly Dunham as Chair and Justin Kelenske as Vice-Chair of RTF 10C until the end of 2021 by Bill Kennis, supported by Matt Skeels.**

**Motion approved by all members in attendance.**

## **6. Public Comments**

Kelly Dunham asked about updated RTF Guidelines. Josh Grab said the most recent was from July 2019. Mathew Cooke will send the new ones out.

Kelly Dunham asked about a template for local RTF bylaws. Josh Grab will follow up on this.

David McGough, Fife Lake Village President, mentioned that State Street and Boyd Street were heavily used and took a beating during roundabout construction. He was requesting crack sealing on the village roads, possibly through RTF. Wayne Schoonover recommended not going through the state's RTF process for a small scale project. He informed David McGough to check in to County crack sealing, and negotiate a deal or potentially use the County's rates.

Wayne Schoonover mentioned that he is a member of the RTF Oversight Advisory Board. He said if there were any concerns with the program to let him know. He acknowledged good changes over the past few years and a well-run program compared to other states.

The next meeting will be in early May and will be held at the BATA offices. A poll will be sent out at a later time to confirm a date for this meeting.

## **7. Adjourn**

Meeting adjourned at 2:38 p.m.

Name	Organization
Matthew Cooke	Networks Northwest
KEITH Moore	LEELANAU CTY RD. COMMISSION
Justin Keloske	Leelanau County RC
Josh Grab	MDOT - Statewide Planning
Bill KENNIS	Benzie BUS
Chad Hollenbeck	Benzie BUS
MATT SKEELS	Benzie CRC
WAYNE SCHOONOVER	GRAND TRAVERSE COUNTY RD Comm
DAN HAWKINS	Village of Kingsley
Jake Mathieu	MDOT
Heather Bowden	MDOT
DAVID C. McLaugh	Fife Lake Pres
Kelly Dunham	BATA