

Rural Task Force 10C Fall 2025 Meeting

Draft Meeting Minutes

September 22, 2025

The meeting was called to order at 1:03 PM by Chair Jessica Carland.

I. Introductions

In person attendees:

Troy Hinds, Benzie County Road Commission
Charlie Jetter, Village of Kingsley
Linda Forwerck, Village of Fife Lake
Shaughn Handley, BATA
Craig Brown, Leelanau County Road Commission
Chris Elliott, Grand Traverse County Road Commission
Maggie Bacon, Village of Empire
Brian Stark, MDOT
Kyle Kobylski, MDOT
Ben DuBois, MDOT
Cassidy Robarts, Networks Northwest
Isha Pithwa, Networks Northwest
Barry Hicks, Networks Northwest

Online attendees:

Jessica Carland, CHAIR, Benzie Bus
Chad Hollenback, Benzie Bus
Alex Simonetti, MDOT

II. Approval of Agenda

Jessica called for an addition to the agenda to appoint a Vice Chair.

Motion to approve the agenda with the addition of item IV. To Appoint a Vice Chair made by Troy Hinds and supported by Charlie Jetter. All in favor, none opposed. Motion carried unanimously.

III. Approval of Meeting Minutes

Meeting minutes from the December 9th 2024 meeting were presented.

Motion to approve the presented meeting minutes from December 2024 was made by Troy Hinds and supported by Craig Brown. All in favor, none opposed. Motion carries unanimously.

IV. Appointment of Vice Chair

Jessica Carland asked for volunteers, and Troy Hinds volunteered to take on the role.

Seeing no other nominations a motion was made by Craig Brown to appoint Troy Hinds as the Vice Chair, supported by Charlie Jetter. All in favor, none opposed. Motion passes.

V. Funding/Bid Savings Discussion

The group discussed the process for RTF funding allocation and management of bid savings. It was explained that RTF funding is allocated annually, with a portion reserved due to federal obligation limits, and that August redistribution helps cover any shortfalls. The difference between lump sum (fixed federal share, local covers overruns) and pro rata (federal and local shares adjust proportionally) funding was reviewed. The importance of tracking carryover balances and bid savings was emphasized, as unused funds can be reallocated or carried forward. Examples were provided to clarify how bid savings and local matches are applied to projects, and participants discussed specific project scenarios and sought clarification on how bid savings were distributed and tracked.

VI. Agreements Discussion - No changes were made. (Transit gets 10% every year in all three counties same with the remaining going to city/county)

VII. All Season Network Map Review - No changes were made.

VIII. Review of 2026, 2027, 2028, and 2029 Projects

Benzie County	Work Description	STP	STATE-D	LOCAL	TOTAL
25 END BAL		\$0	\$54,683		
26 TARGET		\$483,000	\$88,000		
26 END BAL		\$483,000	\$142,683		
CRC - JN#214847 - Pioneer Rd. From Goose Rd. to Homestead Rd - CR Scope Code work description	Single Course Chip Seal (GPA)	\$434,700	\$57,000	\$141,158	\$632,858
Transit Project - JN#214887	Van Purchase	\$48,300		12,075	\$60,375

No changes or additions for Leelanau County

No changes or additions for Grand Traverse County

Motion to approve the changes as requested by Craig Brown, supported by Troy Hinds. All in favor, none opposed. Motion passes.

IX. Illustrative List Review

Illustrative List of Potential Projects				
BENZIE	Work Description	STP	Local	Total
Benzie Bus	Surveillance for Bus	\$56,000	\$14,000	\$70,000
Benzie bus	Security Surveillance	\$8,000	\$2,000	10000
Benzie bus	Maintenance Equipment	\$4,000	\$1,000	5000
Benzie bus	Parking Lot Repair	\$8,000	\$2,000	\$10,000
Benzie bus - ELIMINATE	Electric Vehicle Charging Shed	\$40,000	\$10,000	\$50,000
Benzie bus	Vehicle Lift	\$38,400	\$9,600	\$48,000
Benzie bus	Communication Monitors	\$72,000	\$18,000	\$90,000
Warren Rd (JN 119197)	Resurface/widen	\$160,000		\$160,000
Pavement Marking/Symbols	Various	\$60,000		\$60,000
Benzie Bus	Driver Training Equipment	\$3,600	\$900	\$4,500
Benzie Bus- ELIMINATE	Level 3 EV Charger and Install	\$60,000	\$15,000	\$75,000
Benzie Bus	Replacement LED Sign -	\$29,600	\$7,400	\$37,000
Benzie Bus	New Tablets	\$6,000	\$1,500	\$7,500

No additional changes

Motion to approve the changes, additions, and removals as requested by Craig Brown, supported by Troy Hinds. All in favor, none opposed. Motion passes.

X. Public Comments

Brian provided several updates. All RTF projects submitted to LAP were funded. With the August redistribution, there was approximately \$1.5 million in additional leftover funding, which will be utilized by the trunkline. This funding will roll over for obligation authority. More information will be available in the coming weeks regarding how the remaining funding will be used for Bridge Inspections.

The STP allocation targets are expected to be released at the end of October, and the TEDF funding targets will come out in December. If you have a project that is going to be obligated before December and you plan to use FY 2026 TEDF funding, please notify Brian. The funding must first be placed in your TEDF account, and up to 90% of the estimated TEDF amount can be used prior to the release of the final targets.

An upcoming RTF 101 training will be held virtually for any new staff or transit. It will be about a half-day session. In fall 2026, there will also be an in-person roadshow where LAP, OPT transit, and other partners will provide a comprehensive overview of the process.

There are currently no updates regarding the drunk driving felony changes. If any updates occur, new allocations for FY 2026–2029 will be issued. It was also noted that a 1% decrease in RTF funding due to the drunk driving penalty is already included in

future estimates. Maggie Bacon asked for clarification about the 1% decrease, which was confirmed.

For those participating in the Local Federal Fund Exchange (LFFE), Brian mentioned that the existing agreements cannot be modified. If any changes are needed, please inform him as soon as possible. Regarding TDFD direct distribution—if you are participating in the LFFE and have TEDF funding, you can also participate by letting Brian know so the TEDF team can initiate your grant. He also clarified that participation in the Local Federal Fund Exchange is only available if federal funding is being used on the project.

No other public comments or questions were raised.

XI. Adjournment

Motion to adjourn was made by Charlie Jetter and supported by Jessica Carland.