LEELANAU COUNTY BOARD OF PUBLIC WORKS
ORGANIZATIONAL MEETING AND REGULAR QUARTERLY MEETING
Tuesday, January 5, 2016 – Leelanau County Government Center
Tentative Minutes – Meeting Recorded.

Call to Order:
Meeting called to Order by John Popa at 11:00 a.m. Today's meeting is being held at the Government Center, 8527 E. Government Center Drive, Suttons Bay, Michigan.

Pledge of Allegiance:
The Pledge of Allegiance to the Flag of the United States of America led by Popa.

Roll Call:	Jim Calhoun	PRESENT
	Bob Joyce	PRESENT
	John Popa	PRESENT

Popa turned the election of officers over to Deputy County Clerk Laurel S. Evans.

Organizational Matters:
Election of Officers – Chairman.
Deputy County Clerk Evans called for nominations for the position of Chairman of the Board of Public Works:

Calhoun nominates Popa for Chairman of the Board of Public Works. Seconded by Joyce.

No further nominations; nominations were closed.

DEPUTY COUNTY CLERK EVANS CALLED FOR ALL THOSE IN FAVOR OF JOHN POPA AS CHAIRMAN OF THE BOARD OF PUBLIC WORKS.
Discussion – none.
AYES – 3 (Calhoun, Joyce, Popa)
NO – 0 **MOTION CARRIED.**

Deputy County Clerk Evans declared John Popa Chairman of the Board of Public Works and she then turned the meeting over to the Chairman.

Vice Chairman – Chairman Popa called for nominations for the position of Vice Chairman of the Board of Public Works.

Calhoun nominates Bob Joyce as the Vice Chairman of the Board of Public Works. Seconded by Popa.

There being no further nominations, nominations were closed.

CHAIRMAN POPA CALLED FOR ALL THOSE IN FAVOR OF BOB JOYCE AS VICE-CHAIRMAN OF THE BOARD OF PUBLIC WORKS.
Discussion – none.
AYES – 3 (Popa, Calhoun, Joyce)
NO – 0 **MOTION CARRIED.**

Chairman Popa declared Joyce Vice-Chairman of the Board of Public Works.

Secretary – A formal secretary is a requirement of the Board of Public Works; Chairman Popa commented on the duties of the Secretary.

Chairman Popa nominates Bob Joyce as Secretary of the Board of Public Works. Seconded by Calhoun.

There being no further nominations, nominations were closed.

CHAIRMAN POPA CALLED FOR ALL THOSE IN FAVOR OF JOYCE AS SECRETARY OF THE BOARD OF PUBLIC WORKS.
Discussion – none.
AYES – 3 (Popa, Calhoun, Joyce)
NO – 0 **MOTION CARRIED.**

Chairman Popa declared Joyce Secretary of the Board of Public Works.

Deputy Secretary – Clerk Evans noted there is a need for a deputy secretary in order to take minutes for the Board of Public Works. The County Clerk, or her designee, as well as the Road Commission secretary would be utilized as the deputy secretary.

Calhoun nominates Leelanau County Clerk Michelle L. Crocker, or her designee, or Road Commission Deputy Clerk Lynn Herman as the Deputy Secretary for the Board of Public Works. Seconded by Joyce.

There being no further nominations, nominations were closed.

CHAIRMAN POPA CALLED FOR THE VOTE REGARDING THE NOMINATION OF LEELANAU COUNTY CLERK MICHELLE L. CROCKER, HER DESIGNEE, OR ROAD COMMISSION DEPUTY CLERK LYNN HERMAN AS DEPUTY SECRETARY OF THE BOARD OF PUBLIC WORKS.
Discussion – none.
AYES – 3 (Popa, Calhoun, Joyce)
NO – 0 **MOTION CARRIED.**

Chairman Popa declared Leelanau County Clerk Michelle L. Crocker, her designee, or Road Commission Deputy Clerk Lynn Herman as Deputy Secretary of the Board of Public Works.

2016 Meeting Schedule:
Discussion followed regarding the meeting schedule. Chairman Popa said that according to State Statute, the BPW must meet four times a year, usually following the Road Commission meeting. Meeting times were discussed; consensus to hold meetings at 11:00 a.m. As they are meeting today, the BPW needs to set three more meeting dates, which typically are held the first Tuesday of each quarter.

MOTION BY CALHOUN TO SET THE FIRST TUESDAY OF EACH QUARTER AS THE DATE FOR THE REGULAR QUARTERLY MEETINGS, APRIL 5, 2016, JULY 5, 2016, AND OCTOBER 4, 2016, AT 11:00 A.M., OF THE BOARD OF PUBLIC WORKS; SPECIAL MEETINGS TO BE CALLED AS NECESSARY. SECONDED BY JOYCE.
Discussion – none.
AYES – 3 (Calhoun, Joyce, Popa)
NO – 0 **MOTION CARRIED.**

The Organizational Meeting was closed at 11:06 a.m.

Regular Quarterly Meeting called to order by Chairman Popa at 11:06 a.m.

Approval of Regular Quarterly Meeting Agenda:
MOTION BY CALHOUN TO APPROVE THE AGENDA AS PRESENTED. SECONDED BY JOYCE.
Discussion – none.
AYES – 3 (Calhoun, Joyce, Popa)
NO – 0 **MOTION CARRIED.**

Approval of Regular Quarterly Meeting Minutes, October 6, 2015:
MOTION BY CALHOUN TO APPROVE THE REGULAR QUARTERLY MEETING MINUTES OF OCTOBER 6, 2015. SECONDED BY JOYCE.
Discussion – none.
AYES – 3 (Calhoun, Joyce, Popa)
NO – 0 **MOTION CARRIED.**

Communication Items –
Letter, David C. Brigham, October 12, 2015:
Chairman Popa said he had discussed the letter with the County Administrator Chet Janik; no action is needed. Popa noted Brigham has stated some "interesting facts." There is no business of the Board of Public Works to act on. He appreciates Brigham for being a concerned citizen. Discussion followed.

Public Comment:
None.

Old Business:
None.

New Business:
None.

Public Comment:
None.

Board Member Comments:
▶ None.

Adjourn:
MOTION BY CALHOUN TO ADJOURN. SECONDED BY JOYCE.
AYES – 3 (Calhoun, Joyce, Popa)
NO – 0 **MOTION CARRIED.**

Meeting adjourned at 11:12 a.m.

_____	_____
John Popa, Chairman	Laurel S. Evans
Leelanau County Board of Public Works	Leelanau County Deputy Clerk