

MINUTES
EMMET COUNTY ROAD COMMISSION
HARBOR SPRINGS, MICHIGAN

The Emmet County Board of Road Commissioners met in regular session at the offices in Harbor Springs on September 6, 2018. The Chairman, Frank Zulski, called the meeting to order at 8:00 a.m.

Commissioners Present: Frank Zulski-Chairman, Leroy Sumner-Vice Chairman, Larry Williams-Member

Staff Present:

Brian Gutowski - Engineer-Manager

Shawn Beckman - Project Manager

James Godzik - Permit/CADD Tech

James Kargol - Road Foreman

Lisa Kleeman - Finance Director/Clerk of the Board

John Gray - Road Foreman

Guests Present:

Cindy Baiardi – West Traverse Township

Pat Sumner, Mary Zulski

Bill Dohm - Little Traverse Township

Tom Miller - TBPA

Dennis Keiser - Bear Creek Township

Alice Conrad - Springvale Township

MINUTES: It was moved by Frank Zulski, seconded by Larry Williams, to approve the open meeting minutes of August 27, 2018.

Ayes: Zulski, Williams, Sumner

Nays: None

Motion carried

ACCOUNTS PAYABLE: The List of Accounts Payable, Voucher No. 1835, checks numbering from No. 44680 to No. 44727, in the amount of \$499,675.60, was presented for approval. It was moved by Leroy Sumner, seconded by Larry Williams, to approve accounts payable for payment of the same.

Ayes: Zulski, Williams, Sumner

Nays: None

Motion carried

PAYROLL: Voucher No. 1836 for Payroll No. 18, checks numbering from No. 53477 to No. 53537 for regular payroll, in the amount of \$88,958.68, was presented for approval. It was moved by Larry Williams, seconded by Leroy Sumner, to approve payroll for payment of the same.

Ayes: Zulski, Williams, Sumner

Nays: None

Motion carried

UNFINISHED BUSINESS:

- a. Levering Facility final payment dispute with OHM and Ironwood Construction was discussed. Jason Fate, OHM, believes Emmet County Road Commission has paid 100% and Serenity Dankert, Ironwood Construction, says we owe \$10,000.00 as part of the contingency. Both parties will be present at the next meeting. Commissioner Zulski requested more details on this topic.
- b. The old HRA account being repurposed to an Equipment Purchasing account was requested by the Finance Director. It was moved by Frank Zulski, seconded by Larry Williams, to repurpose the old HRA account with a balance of approximately \$26,000.00 to an Equipment Purchasing account in which a minimum of \$10,000 up to a maximum of \$50,000 per month will be transferred from the agencies regular cash account in order to have sufficient funds for purchasing equipment.

Ayes: Zulski, Williams, Sumner

Nays: None

Motion carried

- c. Hiring (2) two additional full-time Truck Drivers was requested by Engineer-Manager Gutowski. It was moved by Frank Zulski, seconded by Larry Williams, to hire 2 full time employees.

Ayes: Zulski, Williams, Sumner

Nays: None

Motion carried

PUBLIC COMMENT:

- a. Tom Miller, Trailsend Bay Property Association, expressed his appreciation to Engineer-Manager Gutowski for the Wilderness Park Road plans that he has received and asked for plans to show a practical placement of the road instead of the preliminary plans which show the road in the middle of the right-of-way. He also inquired about the creek crossing and culvert replacement was discussed.
- b. Commissioner Larry Williams stated there was an automobile and motorcycle racing on Milton Road while bicyclists were in the area.

APPOINTMENTS:

8:15 a.m. Andy Roush, Petoskey Farms Vineyard & Winery, requested a waiver for the curbing requirement for his commercial driveway permit #17-14347 on Atkins Road in Bear Creek Township. While line of sight has improved the speed of traffic has increased. He is requesting to widen his driveway so he has ingress and egress simultaneously. Engineer-Manager Gutowski

stated he met with Mr. Roush onsite during the project and he had agreed to the curbing. The Board will not waive the curbing requirement.

NEW BUSINESS:

- a. It was moved by Leroy Sumner, seconded by Larry Williams, to approve Payment No. 3 for the Conway Brine Facility in the amount of \$46,236.55 to Ironwood Construction.

Ayes: Zulski, Williams, Sumner

Nays: None

Motion carried

- b. It was moved by Larry Williams, seconded by Frank Zulski, to approve the 2018 Administrative and Supervisory Benefit Policy for 2019-2023 (formerly Non-Union Benefit Policy).

Roll Call Vote:

Zulski-Yes

Sumner-Yes

Williams-Yes

Motion carried

- c. It was moved by Larry Williams, seconded by Frank Zulski, to award the bid for placing an Ultra-Thin Asphalt Overlay on Pleasantview Road from Stutsmanville Road to Tower Road for 2.45 miles to Rieth-Riley Construction Company for the amount of \$192,958.80 and to sign the contract.

Ayes: Zulski, Williams, Sumner

Nays: None

Motion carried

- d. It was moved by Larry Williams, seconded by Leroy Sumner, to sign the cover sheet for the 2019 Safety Grant for a guardrail project.

Ayes: Zulski, Williams, Sumner

Nays: None

Motion carried

- e. It was moved by Leroy Sumner, seconded by Larry Williams, to approve Payment No. 4 for the Conway Brine Facility in the amount of \$111,412.75 to Ironwood Construction.

Ayes: Zulski, Williams, Sumner

Nays: None

Motion carried

- f. It was moved by Larry Williams, seconded by Leroy Sumner, to sign the Public Act 51, Section 18j, MCL 247.668j Annual Certification of Employee-related Conditions for 2018.

Ayes: Zulski, Williams, Sumner

Nays: None

Motion carried

CORRESPONDENCE: None

ENGINEER-MANAGER'S REPORT: Gutowski reported the following:

- NMARC/ ASMCRA Annual Joint Conference, September 11-13, Battle Creek. He will be attending along with Commissioner Sumner.
- CRASIF Mod Factor is .94 which should decrease our workers compensation payment approximately \$7,000 per quarter. It was moved by Frank Zulski, seconded by Larry Williams, to proceed with a safety banquet. Commissioner Zulski stated it takes a conscientious effort by all employees with regards to safety to achieve this rating.
- Next board meeting will be Friday, September 21. We begin 8 hour work days on Monday, September 10.
- Chip seal lawsuit begins September 17. A special meeting will be scheduled for Monday, September 17, to have communication with the attorney.

SUPERVISOR'S REPORT: Beckman reported our crew is working on Pickerel Lake Road Bridge and Reed Road Bridge. The North Conway Road Project is still in progress with some utility issues and current union issues may impact the completion date or ability to complete. Atkins Road and Emmet Heights Road both have contractors that need to correct drainage issues this week. Devil's Elbow Road is out for bid for paving. Scheirschmidt Road Project of an asphalt cap is also dependent on the current union issues. Bear Creek Township Supervisor Dennis Keiser had comments regarding Atkins Road and deep, wide washouts that need to be addressed as it has been over a month and is impacting the new pavement. Commissioner Zulski requested we send a letter if this washout is not addressed within a specific time frame stating the retainage will be held and we will do the work and deduct it from the retainage.

PERMIT/CAD REPORT: Godzik reported on the Matthew's permit waiver request. Mr. Matthews has decided on a new location and will be moving the driveway to the north.

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Board of Emmet County Road Commissioners

EQUIPMENT SUPERINTENDENT'S REPORT: None

COMMISSIONERS' REPORT: None

ROAD FOREMAN'S REPORT: None

FINANCE DIRECTOR REPORT: Kleeman informed the Board the Mackinaw City Welcome Center Request for Quotes is due September 10 at 3:00 p.m. for fiscal year 2019. She also discussed year-end budget plans with MDOT with the purpose to work with the Road Foremen and use available funds. Discussion ensued regarding possible projects and progressed into the problem of trees that need to be taken care of in the right-of-way, tree service contractors, and township participation. Trees will be scheduled as a topic for the work session during our October 19 Board meeting.

PUBLIC COMMENT:

- a. Alice Conrad, Springvale Township, inquired as to when Schlappi grade will be repaired.

With no further business, Commissioner Zulski adjourned the meeting at 9:00 a.m.



Lisa Kleeman, Finance Director/Clerk of the Board



Date

