

MINUTES  
EMMET COUNTY ROAD COMMISSION  
HARBOR SPRINGS, MICHIGAN

The Emmet County Board of Road Commissioners met in regular session at the office in Harbor Springs, May 28, 2020. Chairman Frank Zulski called the meeting to order at 8:00 a.m.

Commissioners Present: Frank Zulski - Chairman     Robert Notestine - Vice Chairman

Commissioners Absent: Larry Williams - Retired

Staff Present:

Brian Gutowski - Engineer/Manager                             James Godzik-Permit/CADD Technician  
Lisa Kleeman-Finance Director/Clerk of the Board     Robert Genson-Equipment Superintendent  
John Gray – Road Foreman

Guests Present: Via Zoom

James Kargoł – Emmet County Commissioner             Dennis Keiser – Bear Creek Township

MINUTES: It was moved by Robert Notestine, seconded by Frank Zulski, to approve the regular session minutes of May 13, 2020.

Ayes: Notestine, Zulski

Nays: None

Motion carried

ACCOUNTS PAYABLE: The List of Accounts Payable, Voucher No. 2021, checks 46798 through 46840, in the amount of \$221,222.52 was presented for approval. It was moved by Robert Notestine, seconded by Frank Zulski, to approve accounts payable for payment of the same.

Ayes: Notestine, Zulski

Nays: None

Motion carried

PAYROLL: Voucher No. 2022 for Payroll No. 11, checks 55836 through 55866 and direct deposit, for regular payroll in the amount of \$95,366.70, was presented for approval. It was moved by Frank Zulski, seconded by Robert Notestine, to approve payroll for payment of the same.

Ayes: Notestine, Zulski

Nays: None

Motion carried

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Minutes of 05/28/20

Board of Emmet County Road Commissioners

UNFINISHED BUSINESS: None

PUBLIC COMMENT: None

APPOINTMENTS: None

NEW BUSINESS:

- a. It was moved by Frank Zulski, seconded by Robert Notestine, to sign the contract with Krenn Timber Bridge, Inc. for the Reed Road over Carp River Timber Bridge Supply. Zulski commented that any overruns above contract costs need to be covered by a funding source other than the road commission.

Ayes: Notestine, Zulski

Nays: None

Motion carried

- b. It was moved by Robert Notestine, seconded by Frank Zulski, to sign the contract with Krenn Timber Bridge, Inc. for the Munger Road over Carp River Timber Bridge Supply.

Ayes: Notestine, Zulski

Nays: None

Motion carried

- c. It was moved by Frank Zulski, seconded by Robert Notestine, to award the bid for the Country Club Road Crush and Shape Project in Bear Creek Township to Tri County Excavating in the amount of \$110,587.00. There was discussion on change orders; they must be approved before contractor incurs an overrun.

Ayes: Notestine, Zulski

Nays: None

Motion carried

- d. It was moved by Robert Notestine, seconded by Frank Zulski, to sign the contract with Bear Creek Township for the Crush and Shape Project on Country Club Road.

Ayes: Notestine, Zulski

Nays: None

Motion carried

- e. It was moved by Frank Zulski, seconded by Robert Notestine, to sign the contract with Carp Lake Township for wedging on local roads up to \$51,700.

Ayes: Notestine, Zulski

Nays: None

Motion carried

CORRESPONDENCE: None

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

- CRASIF mod factor is .675 which is substantially better from the previous year
- Wilderness Park Drive will receive the first course of HMA today
- State Road Project for 2019 portion is done and looks nice
- Next board meeting will have Cedar Valley Road rebid with two options; all season and local road standards. The hill reduction has been eliminated from this project.
- Category F Grant for Mitchell Road submittal is due Monday. This will be a mill and fill of 2.5 inches and begin at Division Road and proceed west to the City of Petoskey.

SUPERVISOR'S REPORT: None.

PERMIT/CAD TECHNICIAN'S REPORT: Godzik reported permits have increased greatly and he has also been working on water issues.

EQUIPMENT SUPERINTENDENT'S REPORT: Genson reported there are only three trucks left to be switched from winter to summer. He credited the mechanics for working very hard.

ROAD FOREMAN'S REPORT: Gray reported working on maintenance and M68 ditching project.

FINANCE DIRECTOR'S REPORT: Kleeman distributed and discussed the following:

- Cash Summary Report for May 31, 2020
- MTF Reports for April to be received in June
- Revenue and Expenditure Report for April
- Proposed budget format for 2020 Amendment #1
- MDOT salt shed bids in the Petoskey News Review for five counties and seven sheds
- Beginning the process of listing job duties for office staff and evaluating assignments and developing procedures. Next year will bring a retirement in June and there is potential for changes in two staff positions. The goal is to increase efficiency and organization.

COMMISSIONERS' REPORT: Commissioner Notestine discussed the MCRC SIP meeting he attended and the investment outlook from the MCRC SIP investment specialist. He also noted the counties that took over road commissions are struggling as they are not part of the pool and currently eligible for the good representation that MCRC SIP offers.

Commissioner Zulski discussed 2021 when a search will need to be started for replacing the Engineer-Manager. He also commented on Lightfoot Road and inquired when in-person attendance will begin for board meetings. Gutowski responded Zoom will continue to be used for the next meeting.

PUBLIC COMMENT:

- a. Dennis Keiser, Bear Creek Township Supervisor - Inquired if the Atkins Road project was to begin in June and Gutowski confirmed June 15. The plan is for single lane closure only with flag control.
- b. Jim Kargol, Emmet County Commissioner – complimented Kleeman on financial information prepared for the Board.

Commissioner Zulski adjourned the meeting at 8:55 a.m.

  
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Lisa Kleeman, Finance Director-Clerk of the Board

6-11-20  
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Date