

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, August 4, 2022. Frank Zulski, Board Chairman, called the meeting to order at 8:00 a.m. and led the pledge of allegiance.

Commissioners Present:

Frank Zulski – Chairman Mark Hoffman - Member Wade Williams – Vice Chairman

Staff Present:

Brian Gutowski – Engineer/Manager	Brent Shank – Engineer/Manager
James Godzik – Permit/CADD Technician	Bob Genson – Equipment Superintendent
Lisa Kleeman – Finance Director	John Gray – South Road Foreman
Travis Horrocks – Engineer/Technician	Ed Zmikly – North Road Foreman

Guests Present:

Bill Dohm – Little Traverse Twp. Supervisor	Don Mapes
Dennis Keiser – Bear Creek Twp. Supervisor	Rich Ginop
Toni Drier – Emmet County Commissioner	David Kraus

Guests Present via Zoom:

Sarah Krupa – Readmond Township Clerk	David White – Emmet County Commissioner
Al Welsheimer – Fire Chief, Resort & Bear Creek Townships	

Staff Present via Zoom:

Michelle Main – Administrative Assistant	Tori Thompson – HR Clerk
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MINUTES:

It was moved by Hoffman, seconded by Williams, to approve the regular session minutes of July 25, 2022.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

ACCOUNTS PAYABLE:

It was moved by Zulski, seconded by Williams, to approve accounts payable for payment of Voucher 2230 for checks 49541 through 49594 in the amount of \$284,242.67.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

PAYROLL:

It was moved by Williams, seconded by Hoffman, to approve payroll and electronic direct deposits for Voucher 2231 for checks 57521 through 57546 in the amount of \$112,011.88.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

UNFINISHED BUSINESS:

- a. It was moved by Zulski, seconded by Williams, to award the bid for Lamkin Road Gravel Upgrade in Readmond and Friendship Townships to Rieth-Riley Construction Co., Inc. in the amount of \$ 227,321.75 to be completed by 11/1/22.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- b. It was moved by Zulski, seconded by Williams, to sign the contract with Readmond Township for the Lamkin Road gravel upgrade project.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- c. It was moved by Williams, seconded by Hoffman, to sign the contract with Friendship Township for the Lamkin Road gravel upgrade project.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- d. It was moved by Zulski, seconded by Williams, to approve the 2022 Administrative and Supervisory Benefit Policy with proposed changes.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

PUBLIC COMMENT:

- a. David Krause, Lamkin Road – He stated he is very happy the bid got approved and he asked for clarification on the asphalt portion; to which Shank responded with project details.

APPOINTMENTS:

- a. 8:10 a.m.: Mike Spierling regarding non-compliance for a commercial driveway permit application on Robinson Road from March 28, 2021. Godzik gave a history on the driveway permit application approval process, timeline of events, waiver conditions that were considered and approved as well as a permit extension. Spierling commented the driveway was installed prior to the permit expiration; Godzik commented the gravel portion was completed but not the HMA paving or tip up curbs.

Gutowski consulted with Attorney Henn and drafted a letter on July 21, 2022 because the driveway was paved after the permit was rescinded. Spierling came into the office to address the letter received from the attorney stating he never received the first letter.

Zulski discussed the number of complaints received from mud tracked onto the pavement. He then added comments regarding timeframe, consistent curb requirements, consistent permit approval, and incurred costs.

Hoffman inquired what could be done now; Shank said curbs could be retrofit but it is not recommended. Loading trucks on the shoulder was addressed due to a number of complaints received.

Gutowski stated because Spierling worked in the right-of-way without a permit, there is a \$250 fine, attorney's fees, and he suggests leaving the driveway in place; Shank agreed this is appropriate. There was agreement by Spierling and the Board. Godzik stated tree trimming to improve sight distance near the corner was also a part of the permit, even though the trees are off the right-of-way, and he requested this still needs to be completed. Spierling agreed, although it could be winter before that is done.

It was moved by Zulski, seconded by Williams, to allow this one-time use of asphalt tip-up curbing, it will not be allowed in the future. The Board accepts the driveway as is, Spierling will be required to pay the \$250 fine and attorney fees, and trees will be trimmed this winter for better visibility.

Roll Call Vote:

Zulski – Aye

Williams – Aye

Hoffman – Aye

Nays – None

Motion Carried

NEW BUSINESS:

- a. It was moved by Williams, seconded by Hoffman, to sign the contract with Carp Lake Township for asphalt repairs on Elder Road in the amount of \$6,800.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- b. It was moved by Zulski, seconded by Williams, to sign the Public Act 51, Section 18j, MCL 247.668j, Annual Certification of Employee-related Conditions for 2022.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- c. It was moved by Hoffman, seconded by Williams, to move the September 16, 2022, board meeting to Monday, September 19, 2022.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

CORRESPONDENCE: None

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

- Preconstruction meeting today at 10:00 a.m. for the Lakeshore Drive project.
- August 8 - Zoom meeting on safety improvements to Beach Road with Supervisor Dohm.
- August 15 - Rural Task Force 10A Meeting regarding HIP funds of \$184,000.
- Country Club Road over Tannery Creek bridge preconstruction meeting indicated they will begin on August 15 and the road will be closed for a couple of weeks.
- Robinson Road Bridge project was supposed to start Monday, but now will not begin until August 22 due to an MDOT issue. Piles are here and the bridge is ready to be shipped. Zulski inquired if everything was buried under the river at this site and Godzik gave an update; this project is all set. He asked about the project delay and its impact on busing. Gutowski stated they are trying to address this with the contractor. Zulski stated Gutowski should give Pellston Schools the heads up on this issue.

Shank offered the following:

- PASER Ratings are getting wrapped up.
- Division Road Project is being worked on for a 2023 project.

ENGINEER-TECHNICIAN'S REPORT: Horrocks gave the following update:

- Camp Daggett Road and Old 31 are done; waiting on paint.
- Vantage View is milled and paving will be Friday and Saturday.
- Bear Creek Township ultra-thins are done; waiting on restoration work.
- Levering Road is just about ready for paving, it should begin tomorrow and will take 5-6 days to complete.
- PASER rating field work is about done.
- Division Road plans are getting finished up.

PERMIT/CAD TECHNICIAN'S REPORT: Godzik gave an update on Wilderness Park Drive; he has put in a Miss Dig for the crew to complete stumping, AT&T has finished moving the lines in the first stretch, and the start date for the project is September 6.

There is a little bit of confusion on Kolinski Road and he is checking into the pipe and line being installed.

EQUIPMENT SUPERINTENDENT'S REPORT: Genson stated they have been completing winter maintenance on the equipment. He used the Enbridge lowboy trailer to haul some equipment and it worked well.

ROAD FOREMAN'S REPORT: Gray stated wedging should be finished after another week or two and a second pass on mowing is happening; also working on a couple of projects.

Zmiky gave an update on wedging the following: Larks Lake Road, Maple River Road, Elder Road in Carp Lake Township, and the corner at Lakeview and Gill. Tower Road wedging may have to wait until Levering Road is paved. They will be completing some south end wedging projects next.

FINANCE DIRECTOR'S REPORT: Kleeman distributed revised financial reports for the following months: January, February, March, and April. May and June financial reports were also distributed and briefly discussed. August's MTF payment received for June was discussed. She will be attending a CRASIF Board Meeting in Gaylord on Monday, August 15.

COMMISSIONERS' REPORT: Commissioner Zulski stated it is critical we find a new early date for the annual township meetings as several millages were passed, the second round of COVID funds will be available, and we want to get the bids in early for better pricing. He asked Keiser and Dohm to assist with coming up with a date and we can do the meeting via Zoom if needed. Keiser stated Bear Creek Township can meet November 10 and he suggested getting the PASER ratings out to the townships as soon as possible to determine projects for 2023. Dohm stated the only opposition is the November election and Shank stated the meetings could be done earlier in October. Dohm brought up the 2024 election; all township officials will be on the ballot and a township board could be determining projects when they won't be in office. Shank will compose a letter to be sent to the townships on the suggested process. Zulski requested information on gravel road ratings; Shank provided information on the inventory-based rating system and will include it in the township communication.

Commissioner Williams appreciated them addressing the drainage issue north of Alanson. He also mentioned a new gas main being installed on Powers Road; Shank stated it will be along the new curve relocation.

Commissioner Hoffman inquired about signage on US 31 for the Levering Road project; Horrocks explained the signage and flagging process. He also offered comments on Mitchell Road and cleaning up the line issue; Godzik will know more by the next meeting. Hoffman

inquired about mowing on Country Club Road; he has received complaints a spot looks terrible. Gray said a second pass will happen there soon. He also requested an update on the bike path on US 31 and Gutowski stated this is stalled. Hoffman stated the wedging on Larks Lake Road looks really good.

PUBLIC COMMENT: None

Commissioner Zulski adjourned the meeting at 8:51 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board

8-18-22

Date