

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, March 9, 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 - Member

Staff Present:

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

Guests Present:

Bill Dohm – Little Traverse Township	Jim Kargol – Emmet County Commissioner
Alice Conrad – Springvale Township	Toni Drier – Emmet County Commissioner
John Baker – West Traverse Township	Tom Miller – Trailsend Bay Property Assoc.
Mary Zulski	

MINUTES: It was moved by Robert Notestine, seconded by Frank Zulski, to approve the regular session minutes of February 21, 2020.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

ACCOUNTS PAYABLE: The List of Accounts Payable, Voucher No. 2009, checks 46567 through 46618, in the amount of \$248,889.44, was presented for approval. It was moved by Frank Zulski, seconded by Robert Notestine, to approve accounts payable for payment of the same.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

PAYROLL: Voucher No. 2010 for Payroll No. 5, checks 55644 through 55677 and direct deposit, for regular payroll in the amount of \$110,863.58, was presented for approval. It was moved by Robert Notestine, seconded by Frank Zulski, to approve payroll for payment of the same.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

UNFINISHED BUSINESS: None

PUBLIC COMMENT:

- a. Alice Conrad of Springvale Township questioned why ice control sand was needed at the Levering Building.

APPOINTMENTS: None

NEW BUSINESS:

- a. It was moved by Robert Notestine, seconded by Frank Zulski, based upon language drafted by Attorney Wurster, for the Chairman to sign an easement for the east half of the property on M68 with Ryan and Michael Flynn for \$3,000. Zulski inquired if there is an expiration or reversion clause and who is responsible for the maintenance. Godzik responded if the status of Flynn's pit ever changes the easement is void. Gutowski responded the language in the easement is maintenance is per the grantor's discretion.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

- b. Road Bonding amounts during spring weight restriction for paved and unpaved roads were discussed. Gutowski gave a brief history on this topic. Current rates, last changed in 2002, are \$25,000 for paved roads and \$5,000 for unpaved roads per mile. Godzik suggested scheduling a public hearing to increase fees to \$30,000 for paved and \$15,000 for unpaved. Gutowski will canvass the neighboring counties and bring information to the next meeting.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

- c. It was moved by Frank Zulski, seconded by Robert Notestine, to sign the contract which included a language change, with Payne & Dolan for the Atkins Road Reconstruction Project which is a Category F Direct Grant.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

- d. It was moved by Robert Notestine, seconded by Frank Zulski, to sign the contract with Harbor Springs Excavating for the Levering Facility Ice Control Sand Supply.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

CORRESPONDENCE: None

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

- CRA Annual Highway Conference March 10-12
- Consultant meetings for project pre-design:
 - March 13 - Huron Engineering and Springvale Township for Rustic Road, 10:00 a.m.
 - March 16 - Gozling Czubak and Resort Township for Eppler Road at Resort Township Hall, 1:00 p.m.
 - Prein Newhof and Cross Village Township for Lakeshore Drive, week of March 20
 - Littlefield Township for Crump Road still to be scheduled
- Next meeting several bids dues:
 - Bridge Street asphalt overlay
 - Crack Seal
 - Munger and Reed Road Timber Bridges
 - West Traverse Township Ultra Thin

- Powel Road asphalt overlay
- Designs for Graham Road are completed and working on Country Club Road for Bear Creek Township

SUPERVISOR'S REPORT: Beckman reported the following:

- Working on projects
- Certification maps due by March 31. Resolution will need to be completed at the next meeting for e-signature.

PERMIT/CAD TECHNICIAN'S REPORT: Godzik reported working on Cincinnati Point with Tom Swenor finding property corners. He has also been working on the culverts for Wilderness Park Drive with Mike Spierling and Gibson Excavating.

EQUIPMENT SUPERINTENDENT'S REPORT: Genson plans to start pulling trucks in a few weeks.

ROAD FOREMAN'S REPORT: Foreman Gray reported on a nice break in the weather, working on tree cutting, filling potholes and getting ready for mud season.

FINANCE DIRECTOR'S REPORT: Kleeman distributed Michigan Transportation Funds information for the January payment received in March with comparisons to the prior year payment and the budgeted amount. Also distributed was the final December 2019 Statement of Revenue and Expenses with year-end loss in the amount of \$603,877.53. A Trial Balance was given to each commissioner as supporting documentation to the December 2019 Statement. Kleeman reported the annual financial audit went well and Phil Wolf of Anderson Tackman plans to present to the Board on April 3, 2020. Cash balances for February 29, 2020 were also distributed. The Act 51 Report for 2019 is also complete except for information regarding mileage certification and will be presented soon.

COMMISSIONERS' REPORT: Commissioner Notestine commented he noticed the weigh masters on the road. He also questioned MERS' upcoming payments and planning for them.

PUBLIC COMMENT: None

Commissioner Zulski adjourned the meeting at 8:28 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board

3-20-20

Date