

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, December 28, 2021. Lisa Kleeman, Board Clerk, called the meeting to order at 8:00 a.m. and led the pledge of allegiance.

Commissioners Present:

Frank Zulski – Chairman

Mark Hoffman – Member

Commissioners Absent:

Wade Williams – Vice Chairman

Staff Present:

Brian Gutowski - Engineer/Manager

Shawn Beckman - Project Manager

Robert Genson – Equipment Superintendent

James Godzik – Permit/CAD Technician

Ed Zmikly – Road Foreman

Staff Present via Zoom:

Lisa Kleeman – Finance Director/Board Clerk

Michelle Main - Administrative Assistant

Tori Thompson – Payroll/Human Resources

Guests Present:

Toni Drier – Emmet County Commissioner

Gordon & Edith Kruskie – Readmond Township

Bill Dohm – Little Traverse Twp. Supervisor

Dennis Keiser – Bear Creek Twp. Supervisor

Mary Zulski

Guests Present via Zoom:

Thomas Miller – Trailsend Bay Property Assoc.

Paul Schemanski – Resort Township Trustee

ELECTION OF OFFICERS:

Lisa Kleeman, Board Clerk, called for nominations for Board Chairman. It was moved by Hoffman, seconded by Zulski, to appoint Frank Zulski as Board Chairman.

Ayes: Hoffman, Zulski

Nays: None

Absent: Williams

Motion carried

Frank Zulski, Board Chairman, called for nominations for Board Vice Chairman. It was moved by Zulski, seconded by Hoffman, to appoint Wade Williams as Board Vice Chairman.

Ayes: Hoffman, Zulski

Nays: None

Absent: Williams

Motion carried

MINUTES:

It was moved by Zulski, seconded by Hoffman, to approve the regular session minutes of December 10, 2021.

Ayes: Hoffman, Zulski

Nays: None

Absent: Williams

Motion carried

ACCOUNTS PAYABLE:

Voucher No. 2151 for Accounts Payable checks 48758 through 48806, in the amount of \$510,395.89 was presented for approval. It was moved by Hoffman, seconded by Zulski, to approve accounts payable for payment of the same.

Ayes: Hoffman, Zulski

Nays: None

Absent: Williams

Motion carried

PAYROLL:

Voucher No. 2152 for Payroll No. 26, checks 57092 through 57119 and direct deposit, in the amount of \$122,974.77, was presented for approval. It was moved by Zulski, seconded by Hoffman, to approve payroll for payment of the same.

Ayes: Hoffman, Zulski

Nays: None

Absent: Williams

Motion carried

UNFINISHED BUSINESS:

- a. It was moved by Zulski, seconded by Hoffman, to approve the Letter of Understanding for Teamsters Local No. 214 for Assistant Foreman positions beginning 1/1/22.

Ayes: Hoffman, Zulski

Nays: None

Absent: Williams

Motion carried

PUBLIC COMMENT: None

APPOINTMENTS: None**NEW BUSINESS:**

- a. Gutowski presented the Final 2021 Working Budget in detail.
- b. Gutowski presented the Proposed 2022 Working Budget.
- c. Gutowski presented the Proposed 2022 Projects and Equipment Purchases. The Board proposed ordering two additional trucks with an estimated delivery date in 2023. It was moved by Zulski, seconded by Hoffman, to approve the Proposed 2022 Equipment Purchase list as presented and for Genson to pursue the cost of adding two additional tandem axle trucks.

Ayes: Hoffman, Zulski

Nays: None

Absent: Williams

Motion carried

- d. Kleeman presented the attached Proposed 2021 Act 51 Budget Amendment #1 for adoption. It was moved by Hoffman, seconded by Zulski, to approve the budget amendment as presented.

Ayes: Hoffman, Zulski

Nays: None

Absent: Williams

Motion carried

CORRESPONDENCE:

- a. Notice of the U.P. Road Builders Association Winter Meeting to held February 3-4, 2022 at the Holiday Inn, in Marquette.

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

- Levering Road Project for 2022 has had a funding change due to an increase of \$152,000, which at 80% from the Road Commission for Oakland County will be about \$120,000; this is a result of the infrastructure bill. He believes this should cover the entire project. Beckman is close to finishing the design and Shank will view the plans in January.
- MDOT will be installing a traffic signal at US 31 and Pickerel Lake Road in 2022.
- January 5, 2022, there is a Local Emergency Management Planning Meeting at 911; Shank will also attend.
- Lakeshore Drive Project meeting was held with Cross Village Township and Prein & Newhof regarding reconstruct from Chippewa Drive to just past township park then heavy wedge and asphalt cap to just past the church. Two drainage structures will also be installed. Zulski inquired if the water problem north of the park will be addressed. Gutowski believes the engineers have taken this into consideration.

SUPERVISOR'S REPORT: Beckman commented working on designing projects, specifically Old 31 in Resort Township where he is waiting for soil borings.

PERMIT/CAD TECHNICIAN'S REPORT: Godzik stated Wilderness Park Drive has a small crew working on the power poles but weather has been a hinderance. Country Club Road has been an ongoing issue; the construction crew has had a lot of problems. Godzik addressed this issue with DTE and they verified the crew has had breakdowns and ran into boulders that were not anticipated. Road signage and safety was discussed.

EQUIPMENT SUPERINTENDENT'S REPORT: Genson reported trying to keep the guys up and running; waiting on parts as some of our suppliers are also. He mentioned a local business inquired what they could do to help after the past windstorm giving the road commission priority.

ROAD FOREMAN'S REPORT: Zmikly discussed dealing with varying temperatures and weather. They are still cleaning up trees from the last storm and gates have been installed at Ball Hill.

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

- MTF Revenue payment information for November to be received in January.
- November Statement of Revenue and Expenditures and supporting Trial Balance Report.
- Call from Karla Buckmaster regarding guardrail request on Kolinski Road.
- All bills will be paid this week.
- Out of the office the next two weeks; working on days when I am able. Please don't hesitate to contact me.

COMMISSIONERS' REPORT: Commissioner Zulski expressed his gratitude to employees for work after this past windstorm. Commissioner Hoffman read an email from Karla Buckmaster regarding guardrail on Kolinski Road. She requested this correspondence be included in the minutes in its entirety. (See attached) Gutowski stated he applied for a grant but did not receive it and Zulski stated we will keep trying to get a grant to cover this.

PUBLIC COMMENT:

- a. Paul Schemanski, Resort Township Trustee – Commented he lives on a road that requires dust control and the product is not as good as it used to be; please keep looking for a better product to try.

Commissioner Zulski adjourned the meeting at 9:20 a.m.

Lisa Kleeman, Finance Director-Clerk of the Board

Date

EMMET COUNTY ROAD COMMISSION

2021 BUDGET - AMENDMENT #1

	2019 ACTUAL	2020 ACTUAL	2021 ORIGINAL	2021 PROPOSED AMEND. #1	BUDGET DIFFERENCES
REVENUE:					
Licenses Permits	\$ 69,055	\$ 62,875	\$ 60,200	\$ 72,000	\$ 11,800 1
Federal Sources:					
Surface Transportation Program	1,071,382	431,705	-	-	- 2
Other	-	518,210	200,000	164,534	(35,467) 3
Total Federal Sources	\$ 1,071,382	\$ 949,915	\$ 200,000	\$ 164,534	\$ (35,467) 3
State Sources:					
MI Transportation Funds:					
Engineering	10,000	10,000	10,000	10,000	- 4
Allocation (Primary & Local)	5,926,195	5,939,860	6,448,965	6,690,750	241,785 4
Snow Removal	213,475	226,419	226,000	237,928	11,928 4
Urban (Primary & Local)	244,660	246,084	268,707	278,781	10,074 4
		-			
State Grants:					
Bridge	170	-	-	-	-
State D	137,414	161,080	-	-	- 2
Forest Funds	25,000	99,000	-	-	- 5
Other	349,200	144,827	-	-	- 6
Total State Sources	\$ 6,906,114	\$ 6,827,270	\$ 6,953,672	\$ 7,217,459	\$ 263,787
Contributions:					
Local Units-Other (Sale of Fed Aid)	-	-	467,000	467,000	- 2
Local Units (Twps & Villages)	3,052,724	1,174,051	4,816,589	3,771,562	(1,045,027) 7
Total Local Contributions	\$ 3,052,724	\$ 1,174,051	\$ 5,283,589	\$ 4,238,562	\$ (1,045,027)
Charges for Services:					
Trunkline Maintenance	1,344,608	1,417,036	1,325,945	1,504,781	178,836 8
Trunkline Non-Maintenance	589,192	860,137	39,928	1,655,602	1,615,674 9
Salvage Sales	2,725	2,821	2,700	7,800	5,100 10
Other	1,900	4,210	-	-	-
Total Charges for Services	\$ 1,938,425	\$ 2,284,203	\$ 1,368,573	\$ 3,168,183	\$ 1,799,610
Other Revenue:					
Interest & Rentals	10,616	1,529	1,500	250	(1,250) 11
Gain on Equipment & Disposal	11,332	-	-	138,273	138,273 12
Contributions from Private Sources	1,245,717	1,993,089	1,526,700	1,533,221	6,521 13
Other (Local Revenue, Sales, Etc.)	81,218	1,953	8,050	67,430	59,380 14
Total Other Revenue	\$ 1,348,883	\$ 1,996,571	\$ 1,536,250	\$ 1,739,174	202,924
Other Financing Sources:					
Loan/Note Proceeds	-	-	1,000,000	363,780	(636,220) 15
Total Other Financing Sources	\$ -	\$ -	\$ 1,000,000	\$ 363,780	\$ (636,220)
TOTAL REVENUE	\$ 14,386,582	\$ 13,294,884	\$ 16,402,284	\$ 16,963,690	\$ 561,406

	2019 ACTUAL	2020 ACTUAL	2021 ORIGINAL	2021 PROPOSED AMEND. #1	BUDGET DIFFERENCES	
EXPENDITURES:						
Primary Roads:						
Heavy Maintenance	\$ 2,916,310	\$ 3,152,603	\$ 2,255,116	\$ 3,132,616	\$ 877,500	16
Structures	390,540	37,969	316,052	486,893	170,841	17
Maintenance	2,153,100	1,966,917	2,107,962	1,971,632	(136,330)	18
Total Primary Roads	\$ 5,459,950	\$ 5,157,489	\$ 4,679,130	\$ 5,591,141	\$ 912,011	
Local Roads:						
Heavy Maintenance	3,242,956	1,543,616	5,432,688	4,255,555	(1,177,133)	19
Structures	138,178	788,558	34,985	89,394	54,409	20
Maintenance	2,747,669	2,169,552	2,488,621	2,218,719	(269,902)	21
Total Local Roads	\$ 6,128,803	\$ 4,501,725	\$ 7,956,294	\$ 6,563,668	\$ (1,392,626)	
State Trunkline:						
Maintenance	1,359,981	1,281,447	1,275,945	1,516,705	240,760	22
Non-Maintenance	589,192	860,137	39,928	1,655,602	1,615,674	23
Total State Trunkline	\$ 1,949,173	\$ 2,141,583	\$ 1,315,873	\$ 3,172,306	\$ 1,856,433	
Equipment Expenses-Net	190,565	373,802	317,492	439,086	121,594	24
Distributive Expense	-	-	-	-	-	25
Capital Outlay - Net	54,310	(719,353)	511,700	(490,589)	(1,002,289)	26
Administrative - Net	493,015	566,044	717,067	637,169	(79,898)	27
Other	15,254	17,281	-	-	-	28
Debt Service:						
Principal	604,608	610,393	442,260	658,083	215,823	29
Interest	94,782	85,990	71,470	82,172	10,702	30
TOTAL EXPENSES	\$ 14,990,459	\$ 12,734,954	\$ 16,011,286	\$ 16,653,034	\$ 641,748	
Net Gain or Loss	\$ (603,877)	\$ 559,930	\$ 390,998	\$ 310,656	\$ (80,342)	
Beginning Fund Balance	1,817,746	1,213,869	1,773,799	1,773,799	-	
Net Gain or (Loss)	(603,877)	559,930	390,998	310,656	(80,342)	
ENDING FUND BALANCE	\$ 1,213,869	\$ 1,773,799	\$ 2,164,797	\$ 2,084,455	\$ 310,655	



Mark Hoffman <markhoffman907@gmail.com>

12_27_21* Guardrail!

2 messages

Karla J Buckmaster <howardbushtree@chartermi.net>

To: Keiser Dennis <supervisor@bearcreektownshipmi.gov>, Gutowski Brian <emmetcrc@emmetcrc.com>, Hoffman Mark <markhoffman907@gmail.com> Mon, Dec 27, 2021 at 1:18 PM

Denny,

I see the ECRC is having a meeting tomorrow regarding their Proposed 2022 Working Budget. Denny, will you please publicly ask for the ECRC to make certain that the Kolinski Road guardrail will be installed this year... 2022. I don't know whether it needs to be included in the budget, or how the financing is handled, but we Kolinski Road users have waited long enough. I have been told in the past that the ECRC is waiting for a grant to cover the installation of the guardrail. Perhaps the financing needs to be placed in the budget, and IF a grant is received, then that is gray... My requests have been put off long enough for a guardrail. If the ECRC thinks they need to wait for someone to go over that CLIFF, then it is toooooo late. One way or the other, the road commission needs to make certain this guardrail is installed in 2022. Make certain that the person taking over Brian Gutoski's position also is well aware of this situation, and the entire board is aware of the multiple BEGGINGS that I have done in the past for this guardrail. The road commission should be addressing issues of SAFETY before putting new asphalt dribbles on a crack, for instance, or it could come back to "bite them, since they are aware of the SAFETY issue, and so far are choosing to ignore it. Feel free to read this letter openly at the meeting, if you choose.

I also will be sending it to Brian, and to Mark H.

Thank you, Denny.

Karla

Brian Gutowski <emmetcrc@emmetcrc.com>

To: Karla J Buckmaster <howardbushtree@chartermi.net>, Keiser Dennis <supervisor@bearcreektownshipmi.gov>, Hoffman Mark <markhoffman907@gmail.com> Mon, Dec 27, 2021 at 1:36 PM

Karla,

We were denied the grant by the State.

We do not have the funds in our budget to place a guardrail in the Kolinske Road location. The cost will be in the \$30,000 range. We receive roughly \$3,000 per mile in funding for a local road annually. This is why we rely on State Safety Grant monies to install guardrail in most of the areas needed. We will continue to apply for Safety Grants after I am retired for such items. We have been quite successful in getting those grants over the past 10 years, but this year we were not.

The guardrail installation would use up 10 years of funding for a mile of local road just for that installation, which would take away from maintenance on other roads in need of regular maintenance. Our budget will be quite tight next year.

Brian A. Gutowski, P.E.
Engineer-Manager
Emmet County Road Commission
231-347-8142

emmetcrc@emmetcrc.com