

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 April 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, Bob Genson-Equipment Superintendent, Shawn Beckman-Project Manager, James Kargol-Road Foreman, and Lisa Kleeman-Finance Director/Clerk of the Board.

Guests Present:

Toni Drier – Emmet County Commissioner
John Baker – West Traverse Township
Bill Dohm – Little Traverse Township
Robert Rogier – Pleasantview Township

Serenity Dankert – Ironwood Construction
Gordon Kruskie – Readmond Township
Alice Conrad – Springvale Township
Lee Keck and Gary Litzner - ECRC

MINUTES: It was moved by Leroy Sumner, seconded by Larry Williams, to approve the open and closed meeting minutes of March 23, 2018.

Ayes: Zulski, Williams, Sumner

Nays: None

Motion carried

ACCOUNTS PAYABLE: The List of Accounts Payable, Voucher No. 1813, checks numbering from No. 44161 to No. 44218, in the amount of \$201,634.03, was presented for approval. It was moved by Larry Williams, seconded by Leroy Sumner, to approve accounts payable for payment of the same.

Ayes: Zulski, Williams, Sumner

Nays: None

Motion carried

PAYROLL: Voucher No. 1814 for Payroll No.7, checks numbering from No. 52828 to No. 52882 for regular payroll, in the amount of \$89,282.10, was presented for approval. It was moved by Leroy Sumner, seconded by Larry Williams, to approve payroll for payment of the same.

Ayes: Zulski, Williams, Sumner

Nays: None

Motion carried

UNFINISHED BUSINESS:

- a. Engineer-Manager Gutowski gave an update on the chip seal lawsuit. There was a meeting with our attorney Wednesday, April 4, to complete an interrogatory with Holiday Sand and Gravel. Depositions start April 19 and 20 for Emmet County Road Commission employees. June 19 is the mediation hearing in Grand Rapids and he and Zulski will attend. Zulski mentioned the MCRCSIP Annual Insurance Pool Meeting July 18-19, 2018 in Mount Pleasant and the need for a board member to attend in order to save a \$500.00 fee on our annual invoice. It will be decided at a later date which board member will attend.

PUBLIC COMMENT:

- a. John Baker, West Traverse Township, asked about Middle Road and delaying the start of the project. Gutowski stated we do not want to disrupt the start of the project as materials are all ordered and will be arriving next week at the site. Detours have been announced to relevant parties and the project is still on schedule as the bridge deck will be arriving June 11.

APPOINTMENTS: None.

NEW BUSINESS:

- a. Capital Asset and Infrastructure Asset Determination Policy No 2018-033 was presented for discussion and approval. It was moved by Leroy Sumner, seconded by Larry Williams, to approve the policy as presented and attached.

Ayes: Zulski, Williams, Sumner

Nays: None

Motion carried

- b. Bids were reviewed for Mineral Well Brine Dust Control. It was moved by Frank Zulski, seconded by Larry Williams, to award the bid to Northern Michigan Dust Control for 27% Mineral Brine in the amount of \$.42 per gallon.

Ayes: Zulski, Williams, Sumner

Nays: None

Motion carried

- c. Bids were reviewed for Crushed Limestone for the Middle Road Bridge over Greenbriar Drive GRS Abutments. It was moved by Leroy Sumner, seconded by Larry Williams, to award the bid to Sackrider Trucking & Aggregates/Paulben, LLC, in the amount of \$22.65 per cubic yard.

Ayes: Zuluski, Williams, Sumner

Nays: None

Motion carried

- d. Bids were reviewed for the Township Park Road Ultra-thin Asphalt Project in Springvale Township. It was moved by Leroy Sumner, seconded by Larry Williams, to award the bid to Rieth-Riley in the amount of \$34,775.00.

Ayes: Zuluski, Williams, Sumner

Nays: None

Motion carried

- e. Discussion occurred regarding signing the contracts with Rieth-Riley for the West Traverse Township Ultra-thin Asphalt project on two segments of Lightfoot Road. It was moved by Leroy Sumner, seconded by Larry Williams, to sign the contract.

Ayes: Zuluski, Williams, Sumner

Nays: None

Motion carried

- f. Bids were reviewed for one (1) 4-Wheel Drive ¾ ton Regular Cab Pickup. Bob Genson, Equipment Superintendent, recommended accepting the bid for a Dodge pickup by Brown Motors of Petoskey. It was moved by Larry Williams, seconded by Leroy Sumner, to award the bid to Brown Motors of Petoskey in the amount of \$26,162.00 less a trade-in of #007 for \$7,000.00 for a final amount of \$19,162.00.

Ayes: Zuluski, Williams, Sumner

Nays: None

Motion carried

- g. Discussion occurred regarding signing the contracts with Rieth-Riley for the Robinson Road and State Road Wedging projects. It was moved by Leroy Sumner, seconded by Larry Williams, to sign the contracts.

Ayes: Zuluski, Williams, Sumner

Nays: None

Motion carried

- h. Discussion occurred regarding signing the contract with Friendship Township for asphalt wedging of Terpening Road and Boynton Road. It was moved by Leroy Sumner, seconded by Larry Williams, to sign the contracts.

Ayes: Zulski, Williams, Sumner

Nays: None

Motion carried

- i. Discussion occurred regarding signing the contract with John Henry Excavating, Inc., for the Timber Pile and Cap Installation for the Pickerel Lake Road Bridge. It was moved by Larry Williams, seconded by Leroy Sumner, to sign the contract.

Ayes: Zulski, Williams, Sumner

Nays: None

Motion carried

- j. Discussion occurred regarding signing the contract with Springvale Township for the Township Park Road Ultra-thin Asphalt Project. It was moved by Frank Zulski, seconded by Leroy Sumner, to sign the contract.

Ayes: Zulski, Williams, Sumner

Nays: None

Motion carried

- k. Discussion occurred regarding signing the contract with Spierling Trucking for the Conway Facility Ice Control Sand supply. It was moved by Larry Williams, seconded by Leroy Sumner, to sign the contract.

Ayes: Zulski, Williams, Sumner

Nays: None

Motion carried

CORRESPONDENCE:

- a. Notice of Straits Area Council Meeting on May 1, 2018, at the Driftwood Restaurant in St. Ignace at 9:00 a.m. was discussed.

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ENGINEER-MANAGER'S REPORT: Gutowski reported beginning 4 ten hour day work weeks on April 30. His meeting schedule is as follows:

April 9 – OHM, Jason Fate and survey crew regarding Middle Road Bridge GRS abutments
April 10 - Paser Rating training in Gaylord with Shawn Beckman
April 11 – Manager's Meeting, St. Ignace
April 12 - 10A Local Rural Task Force in Boyne City at 10:00 a.m. with Leroy Sumner
April 13 – Serenity Danker, Ironwood Construction and AccuBrine representative at 8:00 a.m.
April 16 – Multiple bids due
April 17 - MCRCSIP Training on Fire Safety with Master Disconnects here with multiple other agencies
April 17 – Local Emergency Planning Meeting at Oden Fish Hatchery for hazardous chemicals training

Gutowski also distributed to the Board a Primary Road Improvement List which includes the extra appropriation received in April from the State of Michigan.

SUPERVISOR'S REPORT: Beckman reported he had finished up Act 51 reporting requirements documenting 44.72 miles of local and primary road improvements and working on plans and specs for this year is now the focus.

PERMIT/CAD REPORT: None.

EQUIPMENT SUPERINTENDENT'S REPORT: Genson reported he will be pulling more trucks and getting them ready for spring and mechanics will start 10 hour days on Monday in order to be ready for construction season. Along with one mechanic, he will travel to Monroe, Wisconsin on May 1-2, with Truck and Trailer Specialties to visit a truck plant. April 16, he is meeting with a Cyber Security consultant group. He is still anticipating the delivery of two new trucks and two loaders around May 5.

COMMISSIONERS' REPORT: Commissioner Zulski asked about the Right of Way bill, riders, and silviculture exemption. Gutowski answered with Ed Noyola's opinion of what passed regarding permits.

ROAD FOREMAN'S REPORT: None.

FINANCE DIRECTOR REPORT: Kleeman reported the annual financial audit has been completed and a transfer is required from Primary Road Fund Balance to Local Road Fund Balance in the amount of \$359,861.93. Fiscal year 2017 ended with an excess of revenue over expenses in the amount of \$714,962.55. Act 51 Reports will be printed and distributed in the near future and Phil Wolf from Anderson, Tackman & Company, PLC. is scheduled to present the audit report on April 20, 2018. It was

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moved by Larry Williams, seconded by Leroy Sumner, to approve the transfer of \$359,861.93 from the primary road fund to the local road fund and to sign the Act 51 attest.

Ayes: Zulski, Williams, Sumner

Nays: None

Motion carried

PUBLIC COMMENT:

- a. Gordon Kruskie, Readmond Township Supervisor, asked about permit fees and do they cover the cost of paperwork. Gutowski stated the fees do not cover the costs and the County Road Association would like each agency to set their fee to at least cover one hour of costs. Zulski discussed the reason for a permit is to save the roads. Kleeman announced changes in internal processes to track costs for assistance in setting fees. Gutowski informed the Board that permit forms and fees would need to be addressed later in the year.

Commissioner Zulski called for a five minute recess at 8:28 a.m.

Commissioner Zulski asked for a motion to go into closed session at 8:33 a.m. to discuss Teamsters Local 214 contract negotiations. It was moved by Larry Williams, seconded by Leroy Sumner, to go into closed session.

Ayes: Zulski, Williams, Sumner

Nays: None

Motion carried

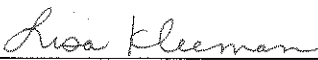
It was moved by Larry Williams, seconded by Leroy Sumner, to return to open session at 9:22 a.m.

Ayes: Zulski, Williams, Sumner


Nays: None

Motion carried

With no further business, Commissioner Zulski adjourned the meeting at 9:22 a.m.



Lisa Kleeman – Finance Director/Clerk of the Board



Date