

**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 19, 2021. 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 Wade Williams – Vice Chairman Mark Hoffman – Member

Staff Present:

Brian Gutowski - Engineer/Manager James Godzik – Permit/CADD Technician
Lisa Kleeman – Finance Director/Board Clerk Shawn Beckman – Project Supervisor
John Gray – Road Foreman

Guests Present:

Bill Dohm – Little Traverse Twp. Supervisor Toni Drier – Emmet County Commissioner
Gordon & Edith Kruskie – Readmond Twp. Dennis Keiser – Bear Creek Twp. Supervisor
Ed Kuligowski – Pleasantview Twp. Supervisor Bob Wurst – Pleasantview Twp. Trustee

Guests Present via Zoom:

Michael Reaves – Emmet County Administrator Al Welsheimer – Fire Chief Resort/Bear Creek
John Eby - Maple River Township Supervisor David White – Emmet County Commissioner
Paul Schemanski – Resort Township Trustee Sandy Planisek – Mackinaw News

MINUTES: It was moved by Zulski, seconded by Williams, to approve the regular session minutes of August 9, 2021.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

ACCOUNTS PAYABLE:

Voucher No. 2133 for Accounts Payable checks 48376 through 48395, in the amount of \$78,987.74 was presented for approval. It was moved by Williams, seconded by Zulski, to approve accounts payable for payment of the same.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

PAYROLL:

Voucher No. 2134 for Payroll No. 17, checks 56816 through 56841 and direct deposit, in the amount of \$93,826.41, was presented for approval. It was moved by Williams, seconded by Hoffman, to approve payroll for payment of the same.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

UNFINISHED BUSINESS: None

PUBLIC COMMENT:

- a. Toni Drier, McKinley Township Resident – Thanked the Board for wedging that has been completed on Van Road but she is requesting the Board finish the rest of the bad spots on the road. Zulski asked Gutowski to work with McKinley Township Board on this.

APPOINTMENTS: None

NEW BUSINESS:

- a. Engineer-Manager job description and advertisement was discussed with some proposed changes along with the application review committee, and timeline. Zulski gave a history regarding the decisions, timeline, and budget then asked for board member comments. Williams and Hoffman both agreed with the proposed process and were asked by Zulski to create questions they may have for the candidate and let Gutowski know as he is preparing interview questions. It was moved by Hoffman, seconded by Zulski, to approve and move forward with job description, advertisement, committee, and timeline as discussed.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- b. It was moved by Zulski, seconded by Williams, to approve the 2021 Transportation Asset Management Plan and for Frank Zulski and Lisa Kleeman to sign the certification document. There was discussion regarding the information contained in the plan and how it shows the positive impact of township participation with local road funding.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- c. Draft policy 2021-052: Township Asphalt Purchase Cost Share, was discussed and tabled until the next meeting to include suggested changes. There was much discussion on township participation with primary roads and allocation history, including minimum

limits for tonnage of asphalt, ability to be flexible for smaller jobs, wedging as a cold-patch cost savings for the agency, the cost of providing labor and equipment, and being sure to make people aware of the significant time and equipment commitment from general funds.

- d. Draft policy 2021-053: Bonding of Roads, was discussed and tabled until the next meeting to include suggested changes. Gutowski, Zulski, and Godzik gave an update on working with regional timber associations and past and recent history of experience with loggers. There was much discussion on policy parameters, language, how it works, and adding to the policy repair standards and approval.
- e. It was moved by Zulski, seconded by Williams, to sign the contract with Little Traverse Township for placing asphalt on Beach Road in an amount up to \$13,000.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- f. It was moved by Zulski, seconded by Williams, upon Engineer-Manager's recommendation, to vote for the following candidates for the Northern Michigan Association of Road Commissions (NMARC) Board:

President: Lorne Haase - Wexford

Vice President: David Pettersch - Gladwin

Secretary/Treasurer: Jalene Sandel – Isabella

CRA Trustee: David Pettersch - Gladwin

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- g. It was moved by Hoffman, seconded by Williams, to award the contract for the MDOT Welcome Center in Mackinaw City to Jewel Cleaning Service for \$33.00 per hour.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

CORRESPONDENCE: None

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

- Matt Radulski, MDOT, Zoom meeting, August 24, 1:00 p.m. regarding the US31 project from Alanson to Blumke Road and a possible revision to the detour utilizing Powers Road and Luce Street instead of Milton Road. Milton Road may still be reconstructed,

due to a property issue with the railroad grade and bike trail, with an 8-foot shoulder for a 32-foot-wide pavement. The Village of Alanson and Damien Henning, Littlefield Township Supervisor, will be part of the meeting. Powers Road and Luce Street would require a 3-foot paved shoulder and three-way stop sign. The Board expressed disapproval for the Luce Street option due to going through a neighborhood. Toni Drier, Emmet County Commissioner, also mentioned a height variance that Elmer's Construction has brought to the Zoning Board regarding upcoming changes to their property on Powers Road. Gutowski mentioned straightening the curve during this process.

- Wednesday and Thursday, August 25-26, MCRC SIP meeting in Brimley.
- MDOT contract will be discussed at the next board meeting and presented for approval.
- Truck Driver applications were received and four were interviewed.

SUPERVISOR'S REPORT: Beckman gave an update on the following projects:

- Bellmer/Rustic Road in Bear Creek Township – Paving finished and shoulders will be done soon. Hoffman mentioned there is a good amount of water on the north side of the road in the ditches near the intersection; Beckman will check on this. Godzik discussed grade issues at the intersection; ditching has to be completed to get some of the water to flow. Flynn's berm may be causing an issue so Arden Bawkey may need to get involved. Dennis Keiser, Bear Creek Township Supervisor, commented on the paving pattern; they paved part of one lane and the rest was not done for two weeks. The driveways need to be completed because of edge drops as they need gravel added.
- Banwell Road – Guardrail installed on Monday.
- Rustic Road in Springvale Township – Scheduled for paving on Saturday.
- Eppler Road – Top course is done and seeding/mulching shoulders will be done Friday.
- Hill Road – Curbs will be staked and laid out for paving possibly next week.
- Beckman requested townships let him know of any potential projects for 2022 so they can be laid out properly; once snow comes it is difficult to see culverts and other design issues. Gutowski stated he will have Beckman start on the Levering Road design. Zulski requested a letter be sent out to townships informing them to let Beckman know of any possible reconstruction projects.
- Gutowski mentioned Beckman completed PASER ratings with MDOT on primary federal aid eligible roads. Gutowski plans to rate local roads soon.

PERMIT/CAD TECHNICIAN'S REPORT: Godzik reported the following:

- Elmer's has contacted him regarding driveways and site upgrade on Powers Road. These upgrades create a change of use so Godzik is requiring these driveways to be changed to commercial to meet agency standards. Having curbs and extra length of hard surface will help eliminate gravel tracked onto the roadway. Gutowski requested Godzik discuss the curve removal on Powers Road also. Williams mentioned the closure of the main driveway and using a different one and Godzik stated site distance is acceptable because of curve speed.

- McMaster's land division and driveway permit request on Mitchell were denied. All efforts were exhausted; other counties and legal were consulted before this denial, as well as other involved parties.
- Carp Lake Township - Ash Street has become an issue between neighbors squabbling about land in the right of way.

EQUIPMENT SUPERINTENDENT'S REPORT: None.

ROAD FOREMAN'S REPORT: Gray reported frustration with needing wedging done so other projects can get completed such as Crump Road seasonal portion. Mitchell Road over Tannery Creek culvert installation will occur on Monday and be paved no later than Thursday; there will be a detour. He also stated trees have been cleaned up but washout repairs are still in process but all townships should be done by next Wednesday. Hoffman inquired on how many days for the detour; Gray stated the road will be closed for a day and should be paved on Thursday.

FINANCE DIRECTOR'S REPORT: Kleeman discussed the plans for the booth at the fair and the emphasis on education both regarding safety for children, blind spots for drivers, and road repair/project information. Kleeman also reminded the board the MDOT contract will be presented at the next board meeting.

COMMISSIONERS' REPORT: Commissioner Zulski mentioned shoulder drops on wedging projects and Gutowski stated they haven't been done because there isn't any gravel and Sackrider can't get there until September 1. He also expressed time at the fair is well spent.

Commissioner Hoffman inquired about faded road signs, with the example of Fletcher Road at Mitchell. Gutowski stated it was discussed at last meeting and David White, Emmet County Commissioner, requested an estimate be put together and the county may be able to use some of the Covid funds to replace road name signs. He also received a call about Maxwell Road by Joy Lane, right past the river and curve, can we move the paver and fix 100 feet? Gutowski discussed the rating on this road and the Board's decision to work on primary roads.

PUBLIC COMMENT:

- Ed Kuligowski, Pleasantview Township Supervisor – Does Oxcart follow when permit work is completed and are final inspected? Godzik explained the process in which he usually follows up in the fall and stated there is a finalization in the permit. Kuligowski stated It would be nice if the person who applied for the permit could be notified when the project was approved. Godzik will address this with OXCART and County Road Association to get this updated.

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



Lisa Kleeman, Finance Director-Clerk of the Board



Date