

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 on May 2, 2019. The meeting was called to order by Chairman Zulski at 8:00 a.m.

Commissioners Present:

Frank Zulski - Chairman Robert Notestine - Vice Chairman Larry Williams - Member

Staff Present:

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

Guests Present:

Jim Kargol - Emmet County Commissioner Bill Dohm - Little Traverse Township
Gordon & Edith Kruskie - Readmond Township Dennis Keiser – Bear Creek Township
Robert Rogier - Pleasantview John Baker - West Traverse Township
Toni Drier – Emmet Count Commissioner Shirley Snyder - Wequetonsing Assoc.

MINUTES: It was moved by Larry Williams, seconded by Robert Notestine, to approve the regular meeting minutes of April 18, 2019.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

ACCOUNTS PAYABLE: The List of Accounts Payable, Voucher No. 1917, checks numbering 45517 through 45554, in the amount of \$241,930.52, was presented for approval. It was moved by Robert Notestine, seconded by Larry Williams, to approve accounts payable for payment of the same.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

PAYROLL: Voucher No. 1918 for Payroll No. 9, checks numbering 54510 through 54568, for regular payroll in the amount of \$94,693.59, was presented for approval. It was moved by Larry Williams, seconded by Frank Zulski, to approve payroll for payment of the same.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

UNFINISHED BUSINESS:

- a. It was moved by Larry Williams, seconded by Frank Zulski, to purchase a used Dual Drum Asphalt Roller from MacAllister Rentals in the amount of \$28,995 and to purchase a three year warranty.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

PUBLIC COMMENT: None

APPOINTMENTS:

- a. 8:15 A.M.: Public Hearing - Pennsylvania Avenue Reconstruction Project, from Fern Avenue to Beach Drive for .27 miles, in Little Traverse Township. It was moved by Larry Williams, seconded by Robert Notestine, to begin the public hearing.

Ayes: Zulski, Williams, Notestine

Nays: None

Motion carried

The public hearing was posted in the Harbor Light Newspaper. Engineer-Manager Gutowski read an email received in support from Tom and Melissa Roche Polzin and another in support by Rae Ann Roche. Bill Dohm, Little Traverse Township Supervisor, asked about the ability to match existing driveways without drainage issues and the project completion schedule. Gutowski responded this is scheduled to be completed before end of May. There were three calls for comment. Commissioner Zulski asked about addressing the slope of the road for proper drainage. Receiving no additional comments, it was moved by Robert Notestine, seconded by Larry Williams, to end the public hearing.

Ayes: Zulski, Williams, Notestine

Nays: None

Motion carried

NEW BUSINESS:

- a. It was moved by Frank Zulski, seconded by Larry Williams, to authorize Chairman Frank Zulski and Vice Chairman Robert Notestine to sign MDOT Contract 19-5200 for Wilderness Park Drive.

Ayes: Zuluski, Notestine, Williams

Nays: None

Motion carried

- b. It was moved by Larry Williams, seconded by Robert Notestine, to sign the contract with the Village of Pellston for asphalt wedging on Mill Street and Edgar Boulevard.

Ayes: Zuluski, Notestine, Williams

Nays: None

Motion carried

- c. It was moved by Larry Williams, seconded by Robert Notestine, to sign the contract with APM for the seasons crack fill work.

Ayes: Zuluski, Notestine, Williams

Nays: None

Motion carried

- d. It was moved by Robert Notestine, seconded by Larry Williams, to sign the contract with Rieth-Riley for the Five Mile Creek Ultra-thin Asphalt Project in West Traverse Township.

Ayes: Zuluski, Notestine, Williams

Nays: None

Motion carried

- e. It was moved by Frank Zuluski, seconded by Robert Notestine, to sign the contract with Rieth-Riley for the Warren Street Ultra-thin Asphalt Project in Little Traverse Township.

Ayes: Zuluski, Notestine, Williams

Nays: None

Motion carried

- f. It was moved by Robert Notestine, seconded by Frank Zuluski, to sign the contract with Rieth-Riley for the Waldenwood Road/Forest Ridge Asphalt Overlay Project in Little Traverse Township.

Ayes: Zuluski, Notestine, Williams

Nays: None

Motion carried

- g. It was moved by Robert Notestine, seconded by Larry Williams, to sign the contract with Rieth-Riley for the Clayton Road Reconstruction Project in Little Traverse Township.

Ayes: Zulski, Notestine, Williams

Nays: None

Motion carried

- h. It was moved by Robert Notestine, seconded by Larry Williams, to sign the contract with Rieth-Riley for Gravel Crushing at the Morrow Pit and Schaeffer Pit.

Ayes: Zulski, Notestine, Williams

Nays: None

Motion carried

- i. It was moved by Robert Notestine, seconded by Larry Williams, to sign the contract with Rieth-Riley for the Greenwood Road Reconstruction Project in Springvale Township.

Ayes: Zulski, Notestine, Williams

Nays: None

Motion carried

- j. It was moved by Frank Zulski, seconded by Larry Williams, to award the Wilderness Park Drive Construction Engineering Services Bid to R.S. Scott Associates, Inc. in the amount of \$32,460.

Ayes: Zulski, Notestine, Williams

Nays: None

Motion carried

- k. It was moved by Robert Notestine, seconded by Larry Williams, to award the bid for the Lower Shore Drive Asphalt Overlay Project in Friendship Township to Rieth-Riley in the amount of \$94,425.

Ayes: Zulski, Notestine, Williams

Nays: None

Motion carried

- l. It was moved by Robert Notestine, seconded by Larry Williams, to award the Pickerel Lake Road Federal Aid Project Bid for Preliminary Engineering Services to Gosling Czubak Engineering Sciences, Inc. in the amount of \$12,200.

Ayes: Zuluski, Notestine, Williams
Nays: None
Motion carried

- m. It was moved by Frank Zuluski, seconded by Larry Williams, to award the Resort Township Ultra-thin Bid to Rieth-Riley in the amount of \$243,415.50.

Ayes: Zuluski, Notestine, Williams
Nays: None
Motion carried

- n. It was moved by Frank Zuluski, seconded by Larry Williams, to award the Pennsylvania Avenue Surfacing Bid to Rieth-Riley in the amount of \$50,915.

Ayes: Zuluski, Notestine, Williams
Nays: None
Motion carried

- o. It was moved by Robert Notestine, seconded by Larry Williams, to sign the contract with Friendship Township for the Lower Shore Drive Asphalt Overlay Project.

Ayes: Zuluski, Notestine, Williams
Nays: None
Motion carried

- p. It was moved by Larry Williams, seconded by Robert Notestine, to sign the contract with Resort Township for the Ultra-thin Asphalt Project.

Ayes: Zuluski, Notestine, Williams
Nays: None
Motion carried

- q. It was moved by Larry Williams, seconded by Robert Notestine, to sign the contract with Little Traverse Township for the Pennsylvania Avenue Reconstruction Project.

Ayes: Zuluski, Notestine, Williams
Nays: None
Motion carried

CORRESPONDENCE:

- a. Straits Area Council Meeting, Tuesday, May 7, 2019, 9:00 a.m., Audi's in Mackinaw City.

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

- Federal Aid Task Force Meeting, April 30. Received approval with Oakland County Road Commission for the purchase of 2020-2022 federal aid exchange. A standardized agreement will be on the agenda for approval at next board meeting.
- May 6, Monday, 10:00 a.m., along with Beckman will be meeting with J & N Construction, MDOT, and our design consultant for the North Conway Road Project drainage issues at 10:00 a.m.
- May 8, Wednesday, along with Zmikly and Gray, will be attending a MCRCSIP Training on dealing with hostile people in St. Ignace
- May 13, Monday, 6:00 p.m. Presenting the Annual Report at the County Board Meeting
- 2020 Projects:
 - Tannery Creek Crossings with LTBBOI
 - Country Club Road - timber bridge
 - Boyer Road - large culvert
 - Mitchell Road - culvert
 - Carp River Crossings with Conservation Resource Alliance and LTBBOI
 - Munger Road - timber bridge
 - Reed Road - timber bridge
 - Tip of the Mitt Watershed Council
 - Banwell Road at Cook Creek - timber bridge
 - Snyder Road - culvert

SUPERVISOR'S REPORT: Beckman reported construction season started Monday. Wedging has occurred on Pickerel Lake Road and Blanchard Road. Today it will be completed on Gill Road and tomorrow on Robinson Road. Waldenwood Road overlay will be done on Saturday and Berry Creek Valley Road was done last Saturday. Our crew is currently working on Woodland Road Bridge and then they will begin on Pennsylvania Avenue. Beckman will be taking a Storm Water Certification exam on Tuesday. He is also working on an alternate estimate for Bear Creek Township for Atkins Road; the project currently has a perched culvert and drainage design issues.

PERMIT/CAD REPORT: Godzik reported starting next week Bear Creek, Resort, and Springvale townships will see True Stream and DTE doing lots of activity in the area. For the next two years they plan to be in a multi county area. DTE will also be placing a line on Pickerel Lake, Channel, Silver Creek, Ellsworth, and Mitchell Roads for natural gas.

EQUIPMENT SUPERINTENDENT'S REPORT: Genson reported on getting the fleet switched over for summer. A mechanic will be retiring soon and there are plans interviewing applicants next week.

COMMISSIONERS' REPORT: Commissioner Williams inquired about Woodland Road Bridge and erosion issues. Beckman responded with current construction plans and Elmer's response to the erosion on the slopes.

Commissioner Notestine reported on a meeting regarding space for south salt shed options.

Commissioner Zulski asked about wedging on Robinson Road. Van Road is falling apart so traffic will have other options of good road routes.

ROAD FOREMAN'S REPORT: Zmikly reported fixing drainage issues, gravel roads and potholes. Gray reported grading on gravel roads and doing lots of tree cutting and repairing potholes.

FINANCE DIRECTOR REPORT: Kleeman reported working on comparing expenses and cash flow to plan for the upcoming construction season.

PUBLIC COMMENT:

- a. Dennis Keiser, Bear Creek Township Supervisor, inquired if pavement marking has been scheduled yet? Gutowski responded they are not scheduled yet. Keiser stated Pickerel Lake Road is pretty faded. He also inquired about a project where the township is running Sewer on Howard and Lears Road with the intent of having the hill on Howard cut down for safety. Consumer's Energy has pole in the way from a 2007 project and it will be extremely expensive to move. Keiser is asking the Road Commission to get involved by asking a legislator to help get a reduction in price to get the project affordable. Gutowski stated the pole is outside of right of way, and Attorney Wurster has informed him that Consumer's takes precedent as they were there first. Zulski asked to get the tribe involved and to have this put on the agenda for next meeting. Godzik stated the problem is the last construction project never pulled a permit and pole is in danger of being unstable. Keiser also commented that in the minutes from the prior meeting he noticed there is a Public Hearing scheduled regarding permit fees. Gutowski responded the hearing is set for May 30 and specifically addressed the permit for Land Divisions is proposed to increase from \$75, currently costing \$317, to \$250. Zulski stated the purpose is to be uniform throughout the State. Godzik offered information regarding the process. Keiser stated a lot of land divisions are done on flat sections of the road where family gives property to family, and most are no brainer and less expensive with more of a drive by inspection. Beckman suggested Tier one and Tier two rates. Zulski proceeded to expand on tiered rates for Land Divisions and using MTF money to subsidize permits. Notestine reiterated we be sure we are not taking money that is supposed to go into roads and putting it into someone's driveway. Kleeman will provide information on costing for land division permits.

- b. Gordon Kruskie, Readmond Township Supervisor, inquired about some thought for a solution for the bank along M119 and a mud slide that has occurred. Gutowski stated it is not in MDOT's right of way or Emmet County Road Commissions and Zulski stated we will not get involved in a situation outside of our right or way.
- c. Bill Dohm, Little Traverse Township Supervisor, asked about paying bills from the township to the road commission, timeline and special effort. It was decided they would pay at their monthly meeting and Kleeman will call if special effort is required for cash flow.
- d. Jim Kargol, Emmet County Commissioner, stated at the county meeting, Pickerel Lake Road pavement marking spider web was requested to be reflective.
- e. Gordon Kruskie, Readmond Township Supervisor, mentioned light at West Conway and M119 at Airport Corner was not changing yesterday. Gray will call MDOT.

Commissioner Zulski recessed the meeting at 8:57 a.m.

Commissioner Zulski called the meeting to order at 9:08 a.m. for a work session and the following topics were discussed:

Finance - Kleeman distributed and explained Revenue/Expenditure Reports for January, February, and March. She also gave an update on cash accounts and MTF information. MDOT, Department of Treasury, and Department of State financial adjustments for 2018 errors in Michigan Transportation Funding were discussed.

Equipment - Genson recommends purchasing two (2) single axle 4x4 dump trucks. This will replace a 1998 2wd dump truck with a radial sander/dump box. He estimates these will cost \$280,000 each. No wings will be placed on these trucks. The purpose of these trucks is for regular plow routes in tighter areas like Ponshevaing, Carp Village, etc.

Other equipment to consider for this budget year:

- Covered tandem axle trailer for the bridge crew, estimated at \$6,000.
- Hay Mulcher, estimated at \$6,000. Rent this year instead of purchasing.
- Skidsteer for culvert replacements and bridge work. Leasing may be best option for this year.

2020 Equipment needs:

- Wood chipper-15 inch
- Tracked paver
- Pickup trucks (2)
- Flat Rack truck
- Lead/Lowboy

An equipment replacement plan will be developed to guide adequate savings and budget decisions.

Buildings/Land:

- Conway Roof replacement estimated at \$200,000
- Carpet and Tile, get estimates
- Furnace Replacements
- Building security issues
 - Lights in parking lot (Williams)
 - Notification system if there is a security issue in front office (Genson)
- Wood Storage Facility in Levering - 16 x 24, or a lean to off the salt shed
- Cleaning Service – get prices and develop a proposal

Other Topics:

- Township work increased to an estimated \$3.7 million
- Tree removal - \$2,100 spent so far and foremen discussed future plans
- Emmet County Fair – plans for education, materials, and staffing
- Emmet-Charlevoix ISD - May 17 meeting with counselors for all the schools. Brian, Bob and Frank will plan to attend. This is a meeting prior to attendance at job fairs.

With no further information for the work session, Commissioner Zulski continued with the regular meeting at 10:22 a.m.

It was moved by Frank Zulski, seconded by Robert Notestine, to seek bids on two 4x4 single axle trucks.

Ayes: Zulski, Notestine, Williams

Nays: None

Motion carried

With no further business, Commissioner Zulski adjourned the meeting at 10:23 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board

5-20-19

Date