

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 February 9, 2018. The Vice Chairman, Leroy Sumner, called the meeting to order at 8:00 a.m.

Commissioners Present: Leroy Sumner, and Larry Williams

Commissioners Absent: Frank Zulski- Excused

Staff Present: Brian Gutowski – Engineer-Manager, Bob Genson-Equipment Superintendent, Shawn Beckman – Project Manager, James Godzik-Permit/CADD Tech, and Lisa Kleeman-Finance Director/Clerk of the Board.

Guests Present:

Gordon & Edith Kruskie – Readmond Township

Dennis Keiser – Bear Creek Township

Toni Drier – Emmet County Commissioner

Pat Sumner

John Baker – West Traverse Township

Bill Dohm – Little Traverse Township

Jonathan Scheel – Emmet County Commissioner

MINUTES: It was moved by Larry Williams, seconded by Leroy Sumner, to approve the minutes of the regular meeting of January 26, 2018 and special meeting of 01/25/2018.

Ayes: Williams, Sumner

Nays: None

Absent: Zulski

Motion carried

ACCOUNTS PAYABLE: The List of Accounts Payable, Voucher No. 1805, checks numbering from No. 43974 to No. 44026, in the amount of \$182,961.41 was presented for approval. It was moved by Larry Williams, seconded by Leroy Sumner, to approve accounts payable for payment of the same.

Ayes: Williams, Sumner

Nays: None

Absent: Zulski

Motion carried

PAYROLL: Voucher No. 1806 for Payroll No. 3, checks numbering from No. 52600 to No. 52654 for regular payroll, in the amount of \$98,352.62, was presented for approval. It was moved by Larry Williams, seconded by Leroy Sumner, to approve payroll for payment of the same.

Page 2

Minutes of 02/09/18

Board of Emmet County Road Commissioners

Ayes: Williams, Sumner

Nays: None

Absent: Zulski

Motion carried

UNFINISHED BUSINESS: None

PUBLIC COMMENT: None

APPOINTMENTS: None

NEW BUSINESS:

- a. McKinley Township has requested to extend their allocation to 4 years. Commissioner Sumner would like to table discussion until Commissioner Zulski is back.

- b. Transfer of Professional Services Agreement from NDG (Northwest Design Group) to OHM Advisors (Orchard, Hiltz & McCliment) was discussed. It was moved by Leroy Sumner, seconded by Larry Williams, to sign the Transfer of Professional Services Agreement.

Ayes: Williams, Sumner

Nays: None

Absent: Zulski

Motion carried

- c. Readmond Township contract for Gully Road Tree Removal Project was presented. It was moved by Larry Williams, seconded by Leroy Sumner, to sign the contract.

Ayes: Williams, Sumner

Nays: None

Absent: Zulski

Motion carried

- d. A "Consent to Revise" document for part of the plat of Idylwilde Summer Resort in West Traverse Township was presented for signature. Commissioner Sumner postponed action until Commissioner Zulski is back and John Baker, West Traverse Township Trustee, can have time to look at it at their next meeting.

- e. North Conway Road project cover sheet was presented for signature. It was moved by Leroy Sumner, seconded by Larry Williams, to sign the cover sheet.

Ayes: Williams, Sumner

Nays: None

Absent: Zulski

Motion carried

- f. Design Engineering Services Agreement with Huron Engineering for the 2019 Safety Grant project was presented for signature. It was moved by Larry Williams, seconded by Leroy Sumner, to authorize Engineer-Manager Gutowski to sign the agreement.

Ayes: Williams, Sumner

Nays: None

Absent: Zulski

Motion carried

CORRESPONDENCE:

- a. Notice from State Senator Wayne Schmidt regarding a coffee hour at the Side Door Saloon from 2:00-3:00 p.m. on Monday, February 12, 2018.
- b. Notice of the 50th Commissioners Conference, April 15-17, 2018, at the Bavarian Inn Lodge in Frankenmuth.

ENGINEER-MANAGER'S REPORT: Gutowski reported he has a meeting Monday with Jackie Pilette, Emmet Conservation District, on invasive species, treating our ROW, and possible funding. Next week, Tuesday through Thursday, he is attending the Engineering Conference at Shanty Creek along with Shawn Beckman and James Godzik. Next board meeting there will be several bids on Middle Road Bridge for materials, geotextile fabric, segmental block and guardrail. Also Pickerel Road Bridge materials, guardrail, timber pile and cap bid. Materials need to be ordered so project can begin by April 15 and be completed by 6/1/18. A preconstruction meeting with Little Traverse Bay Band of Odawa Indians has been scheduled for March 20, 2018 for Middle Road Project.

SUPERVISOR'S REPORT: Beckman reported they are obtaining ROW grading permits for North Conway Road and Emmet Heights Road is being designed. James Godzik is working on Atkins Road plans and other estimates. They are busy working on plans and getting specifications ready for bid.

Page 4

Minutes of 02/09/18

Board of Emmet County Road Commissioners

PERMIT/CAD REPORT: Godzik explained the process for obtaining temporary grading easements on North Conway Road. This should be completed by 2/15/18. All property owners except for one asked for the money they would have received to go back into the project. Middle Road project grading easements are almost ready.

EQUIPMENT SUPERINTENDENT'S REPORT: None

COMMISSIONERS' REPORT: None

ROAD FOREMAN'S REPORT: None

FINANCE DIRECTOR REPORT: Reminded attendees the next Board Meeting is moved to February 26 instead of February 23.

PUBLIC COMMENT:

- a. Bill Dohm, Little Traverse Township Supervisor, asked about House Bill 5097 as it is supposed to be voted on next week and asked if he still needs to have the resolution passed at his board meeting. Gutowski will check and get back with him.

With no further business, Mr. Sumner adjourned the meeting at 8:15 a.m.



Lisa Kleeman – Finance Director/Clerk of the Board



Date