

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, April 3, 2020. Chairman Frank Zulski called the meeting to order at 8:00 a.m.

Commissioners Present Via Telephone Conference Call Due to Covid 19 Virus:

Frank Zulski - Chairman  
Robert Notestine - Vice Chairman

Commissioners Absent:

Larry Williams - Member (Excused due to illness)

Staff Present:

Brian Gutowski - Engineer/Manager                      Ed Zmikly - Road Foreman  
Lisa Kleeman-Finance Director/Clerk of the Board      Robert Genson – Equip. Superintendent

Guests Present:

None

MINUTES: It was moved by Frank Zulski, seconded by Robert Notestine, to approve the regular session minutes of March 20, 2020.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

ACCOUNTS PAYABLE: The List of Accounts Payable, Voucher No. 2013, checks 46635 through 46681, in the amount of \$188,445.87, was presented for approval. It was moved by Robert Notestine, seconded by Frank Zulski, to approve accounts payable for payment of the same and allow Engineer-Manager Gutowski to sign the voucher.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

PAYROLL: Voucher No. 2014 for Payroll No. 7, checks 55709 through 55737 and direct deposit, for regular payroll in the amount of \$93,047.23, was presented for approval. It was moved by Frank Zulski, seconded by Robert Notestine, to approve payroll for payment of the same and allow Engineer-Manager Gutowski to sign the voucher.

Ayes: Notestine, Zulski  
Nays: None  
Absent: Williams  
Motion carried

UNFINISHED BUSINESS:

- a. 2020 Budget was discussed due to the Corona Virus Outbreak and stay at home order. Gutowski presented estimated revenue and expense changes for the remainder of the year. He proposed several options to accommodate reduced revenue, changes for construction plans and projects, and capital outlay needs. He further discussed staffing to address Governor Whitmer's order regarding non-essential services.

PUBLIC COMMENT: None

APPOINTMENTS:

- a. 8:15 a.m.: Public Hearing - Reconstruction of Graham Road from Bellmer Road to Springvale Township for a total of .5 miles in Bear Creek and Little Traverse Township. It was moved by Robert Notestine, seconded by Frank Zulski, to begin the public hearing.

Ayes: Notestine, Zulski  
Nays: None  
Absent: Williams  
Motion carried

The public hearing was advertised in the Petoskey News Review. Gutowski did not receive any verbal or written comments prior to the meeting. There were three calls for comments. It was moved by Robert Notestine, seconded by Frank Zulski, to end the public hearing.

Ayes: Notestine, Zulski  
Nays: None  
Absent: Williams  
Motion carried

NEW BUSINESS:

- a. It was moved by Frank Zulski, seconded by Robert Notestine, to award the bid for the reconstruction project of Graham Road from Bellmer Road to Springvale Township for .5 miles in Bear Creek and Little Traverse Township to Payne & Dolan in the amount of \$114,430.10.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

- b. It was moved by Robert Notestine, seconded by Frank Zulski, to award the bid for the asphalt overlay of Cincinnati Pointe Trail from Graham Road to the end for .27 miles in Bear Creek and Springvale Township to Rieth-Riley in the amount of \$46,905.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

- c. It was moved by Frank Zulski, seconded by Robert Notestine, to authorize Gutowski to sign the contracts with Bear Creek and Springvale Townships for the Cincinnati Pointe Trail Asphalt Overlay Project.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

- d. It was moved by Robert Notestine, seconded by Frank Zulski, to authorize Gutowski to sign the contracts with Bear Creek and Little Traverse Townships for the Graham Road Reconstruction Project.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

- e. It was moved by Frank Zulski, seconded by Robert Notestine, to authorize Brian Gutowski, Engineer-Manager, to sign documents approving interest only payments to Citizens National Bank on the Equipment Loan of 2018 for the months of March, April and May 2020.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

- f. It was moved by Frank Zulski, seconded by Robert Notestine, to authorize Gutowski to sign the following contracts:
  - i. Payne & Dolan for West Traverse Township Ultra-thin Asphalt Project
  - ii. Payne & Dolan for Bridge Street Asphalt Overlay Project
  - iii. Spierling Trucking for Conway Facility Ice Control Sand Supply
  - iv. Friendship Township for Asphalt Wedging on Wressel, E. Fisher, W. Fisher, and Welsheimer Roads
  - v. Friendship Township for Asphalt Wedging on Stutsmanville Road
  - vi. Friendship Township for paving 300 feet of Geary Road off Five Mile Creek Road

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

- g. It was moved by Robert Notestine, seconded by Frank Zulski, to authorize Gutowski to award bids from the bid opening scheduled on April 14, 2020, and send contracts on the following projects:
  - i. State Road Asphalt Overlay Project from .25 miles west of Johnston Hill Road to M119 for 4.62 miles in Readmond and Cross Village Township
  - ii. Kalchik Road Asphalt Overlay Project from Blackbird Road then west for .28 miles in Resort Township
  - iii. Reed Road and Munger Road Over Carp River Timber Bridge Installation

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

- h. It was moved by Frank Zulski, seconded by Robert Notestine, to cancel the Board Meeting scheduled for April 17, 2020, and authorize payroll and accounts payable vouchers to be processed and later approved at the May 1, 2020, Board Meeting.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

CORRESPONDENCE: None

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

- Operating with skeleton crew but the office is covered each day
- Weight restrictions are coming off Monday, April 6
- Night patrol done April 13
- Commended the supervisors for working everyday to keep the roads safe

SUPERVISOR'S REPORT: None

PERMIT/CAD TECHNICIAN'S REPORT: None

EQUIPMENT SUPERINTENDENT'S REPORT: Genson discussed scheduling mechanics to prepare equipment for the spring season. It was moved by Frank Zulski, seconded by Robert Notestine, to take bids for a service truck. Genson stated it may be months before this can be done.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

ROAD FOREMAN'S REPORT: Zmikly recognized the weighmasters and night patrol for working everyday and the rest of the crew has responded well to being called in.

FINANCE DIRECTOR'S REPORT: Kleeman briefly discussed the MTF payment received for February. She also discussed working on a revised 2020 budget due to the unexpected revenue changes.

COMMISSIONERS' REPORT: Commissioner Notestine requested a letter be sent to our employees stating we appreciate their efforts and cooperative attitude. Notestine also reminded all that projects are postponed not cancelled and mentioned there is talk of a federal infrastructure stimulus. Commissioner Zulski inquired on shovel ready projects and Gutowski responded he will prepare several projects. Both commissioners expressed the need to be ready to take advantage of any stimulus package that may be coming.

PUBLIC COMMENT: None

Commissioner Zulski adjourned the meeting at 8:39 a.m.

Lisa Kleeman  
Lisa Kleeman, Finance Director-Clerk of the Board

5-1-20  
Date