

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, March 20, 2020. Chairman Frank Zulski called the meeting to order at 8:00 a.m.

Commissioners Present: Frank Zulski - Chairman Robert Notestine - Vice Chairman

Commissioners Absent: Larry Williams - Member (Excused due to illness)

Staff Present:

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

Guests Present: None

MINUTES: It was moved by Robert Notestine, seconded by Frank Zulski, to approve the regular session minutes of March 9, 2020.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

ACCOUNTS PAYABLE: The List of Accounts Payable, Voucher No. 2011, checks 46619 through 46634, in the amount of \$162,958.83, was presented for approval. It was moved by Frank Zulski, seconded by Robert Notestine, to approve accounts payable for payment of the same.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

PAYROLL: Voucher No. 2012 for Payroll No. 6, checks 55678 through 55708 and direct deposit, for regular payroll in the amount of \$99,611.33, was presented for approval. It was moved by Robert Notestine, seconded by Frank Zulski, to approve payroll for payment of the same.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

UNFINISHED BUSINESS:

- a. Weight Restriction Bonding Amounts were discussed as they are not significant enough to cover costs if there is road damage. Neighboring counties were surveyed for their policies and amounts. Godzik recommended \$30,000 per mile for paved and \$15,000 per mile for gravel roads. Gutowski mentioned it costs \$100,000 per mile to resurface a paved road. After much discussion it was decided to have a public hearing regarding not allowing bonds for paved roads and increase gravel road bonds to \$25,000 per mile.

PUBLIC COMMENT: None

APPOINTMENTS: None

NEW BUSINESS:

- a. It was moved by Frank Zulski, seconded by Robert Notestine, to award the bid for Bridge Street Asphalt Overlay Project to Payne & Dolan in the amount of \$64,544.

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 Crack Sealing to Wolverine Seal Coating in the amount of \$2,100 per mile.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

- c. It was moved by Frank Zulski, seconded by Robert Notestine, to award the bid for Munger Road over Carp River Timber Bridge Supply to Krenn Timber Bridge, Inc. in the amount of \$144,495.85.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

- d. It was moved by Frank Zulski, seconded by Robert Notestine, to award the bid for Reed Road over Carp River Timber Bridge Supply to Krenn Timber Bridge in the amount of \$188,781.50.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

- e. It was moved by Robert Notestine, seconded by Frank Zulski, to award the bid for the West Traverse Township Ultra-thin Asphalt Project to Payne & Dolan in the amount of \$105,584.70.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

- f. It was moved by Frank Zulski, seconded by Robert Notestine, to award the bid for the Powell Road Asphalt Overlay Project to Rieth-Riley Construction in the amount of \$198,832.50.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

- g. It was moved by Robert Notestine, seconded by Frank Zulski, to sign the contracts with Little Traverse and Bear Creek Townships for the Powell Road Asphalt Overlay Project.

Ayes: Notestine, Zulski

Nays: None

Absent: Williams

Motion carried

- h. It was moved by Frank Zulski, seconded by Robert Notestine, to sign the contract with Little Traverse Township for the Bridge Street Asphalt Overlay Project.

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

- i. It was moved by Robert Notestine, seconded by Frank Zulski, to sign the contract with West Traverse Township for the Ultra-thin Asphalt Overlay Project.

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

- j. It was moved by Frank Zulski, seconded by Robert Notestine, to sign the contract with Bliss Township for the Asphalt Wedging Project.

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

- k. It was moved by Frank Zulski, seconded by Robert Notestine, to approve a resolution that authorizes the Engineer-Manager to electronically sign the 2019 Act 51 Map.

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

- l. It was moved by Robert Notestine, seconded by Frank Zulski, to sign the Traffic Control Order for a 45 MPH Speed Limit on Anderson Road.

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

- m. Coronavirus Road Commission response was discussed. A letter was distributed to employees regarding measures that can be done to reduce spreading of the virus. Governor Whitmer has made changes to the Open Meetings Act and President Trump

signed the Emergency Family Medical Leave Expansion and Emergency Paid Sick Act. Clarification will be given to employees on these changes along with a log individuals can use in case of quarantine.

Budget discussion ensued with a review of expense items that can be postponed due to the unknown revenue reductions that may take place during the rest of the fiscal year. The following are suggestions to accommodate suggested budget changes and precautions due the virus:

- Begin a four day work week beginning Monday, March 23, 2020, with work hours 6:30 to 4:30 for April and normal summer hours beginning in May - more discussion occurred on schedule of the crew for the most efficient coverage without incurring overtime but allowing for adequate staffing to continue services.
- Commissioner Zulski asked Gutowski to send a letter to the State Infrastructure Bank asking for a deferment of our annual payment or other options
- Postpone some culvert/bridge projects
- Delay purchases of equipment and south end salt shed
- Get gravel crushing estimates in Conway Pit
- Fuel costs should see a decrease due to lower pricing
- Reduction in salt purchases will be realized because of the mild winter

- n. It was moved by Frank Zulski, seconded by Robert Notestine, to sign the 2019 Act 51 Attest.

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

- o. It was moved by Frank Zulski, seconded by Robert Notestine, to authorize a transfer from the Primary Road Fund to Local Road Fund in the amount of \$1,145,192.29.

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

CORRESPONDENCE: None

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

- Meeting today at 10:00 a.m. with Cross Village Township officials and Prein & Newhof regarding Lake Shore Drive.
- Meeting today at 1:00 p.m. with Littlefield Township officials on the Crump Road Design
- Several meetings have been cancelled: Tip of the Mitt, LTAP, MDOT Federal Aid Training
- Next Board Meeting - Graham Road and Cincinnati Point Bids along with a Public Hearing for Graham Road

SUPERVISOR'S REPORT: Beckman reported working on the following:

- Alternate design plans for Wilderness Park Drive and Stutsmanville Road for Cold In Place Recycling to accommodate funding and length of proposed projects
- Certification Maps for Act 51 need to be submitted by March 31 along with a resolution
- BIA Projects

PERMIT/CAD TECHNICIAN'S REPORT: Godzik reported working on M68 property easement agreement is in and being recorded.

EQUIPMENT SUPERINTENDENT'S REPORT: Genson reported on starting to switch trucks over and getting ready for spring.

ROAD FOREMAN'S REPORT: Gray reported on cutting trees during the break in weather. Zmikly estimates one more week of cutting on Wilderness Park Drive. Gutowski will hire Cheboygan County Road Commission to grind stumps for 2 days on this project.

FINANCE DIRECTOR'S REPORT: Kleeman distributed the 2019 Annual Report.

COMMISSIONERS' REPORT: Commissioner Notestine commented that he appreciates staff dealing with the changes due to the Coronavirus. Commissioner Zulski also stated he appreciates staff on this issue. He also relayed that Bill Dohm has agreed to a chip seal on West Conway Road through the MDOT detour on this route.

PUBLIC COMMENT: None

Commissioner Zulski adjourned the meeting at 9:15 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board

4-3-20

Date