

MINUTES
EMMET COUNTY ROAD COMMISSION
HARBOR SPRINGS, MICHIGAN

The Emmet County Board of Road Commissioners met in a special work session at the offices in Harbor Springs on April 26, 2018. The Chairman, Frank Zulski, called the meeting to order at 8:00 a.m.

Commissioners Present: Frank Zulski-Chairman, Leroy Sumner-Vice Chairman, Larry Williams-Member

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

Guests Present: Ken Garver – Little Traverse Township

1. Discussed Temporary versus Full Time Staffing Levels

Gutowski stated he advertised for two temporary employees and one full time employee. Due to a recent retirement and two more possible yet this year, Gutowski requested to hire three full time employees and no part time. He received Board support and there was discussion on the evaluation and hiring process. Zulski asked about the status of working with the high school to recruit future truck drivers.

2. Discuss 2018 Maintenance Activities

Gutowski reported the Brine facility project is starting today. Two new graders will be used on maintenance until the Lark's Lake Road and Osborne Road projects need them. Dust control will begin shortly. It is a requirement to do culvert and sign inventory for our road system this year and the plan is for seasonal employees to help with this.

Maintenance activity concentration this year include: ditching, culvert upgrades, berm removal, mowing, edge drop repairs, tree and brush cutting, and wedging.

3. Discuss Potential Equipment Purchases/Needs

Genson discussed estimated pricing for a 1 Ton Dodge 3500 Truck in the amount of \$26,600 for the Chassis Cab along with up fitting with a stainless steel 9 Ft. Box with electric/hydraulic lift for \$10,800. There was discussion on switching out parts/accessories we currently have on other trucks versus buying new. The total cost for new would be about \$45,000 total for the truck, up fitting and labor. It was discussed to put off purchasing the budgeted lawn mower, roller, and hay mulcher this year which would save about \$30,000. Larry Williams moved to proceed with the bid process to purchase a 1 Ton truck with stainless steel 9 foot box, seconded by Leroy Sumner.

Ayes: Zulski, Williams, Sumner

Nays: None

Motion carried

Genson gave details on his visit with the president and vice president of Falcon Company regarding our hot patchers. They took one machine back with them and the second one was sent to Levering and the next day it didn't work. Genson has since received emails and phone calls with trade in offers. Genson asked and received Board approval to try and get a higher amount for a trade in on both machines and then purchase two new ones.

4. Other Road Related issues

Genson discussed Cyber Security for the agency as we were evaluated and rated quite low in this area. IT Rite, a company that only provides service for governmental entities, did a full review and they can set up a server as well as provide our IT and security needs. It would be about \$7,800 for a main frame server and off site backup. Annual costs are approximately \$3,900 for all maintenance, updates, four hour or less response time, anti-virus, computer repair/maintenance, and equipment needs such as a router and firewall. We currently pay Cogitate \$500.00 per month for offsite back up and IT Rite will include this. Cogitate will also run off the new server. Larry Williams moved to proceed with this company, seconded by Leroy Williams.

Ayes: Zulski, Williams, Sumner

Nays: None

Motion carried

Gutowski notified the Board that our financial auditor recommended a change in our minimum cash balance on hand to \$1.1 million.

Commissioner Zulski mentioned he has gotten calls from residents at the north end of the county regarding the condition of our gravel roads and inquired as to the plan to work on them especially in the areas where residents live. He mentioned the prolonged spring break up, using our gravel resources to make improvements, and having the ability to be able to track the work that will get done. Gutowski stated that next year we are required to rate all our gravel roads.

With no further business, Commissioner Zulski adjourned the meeting at 9:06 a.m.



Lisa Kleeman – Finance Director/Clerk of the Board

5-3-18

Date