# **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, January 21, 2022. Wade Williams, Board Vice Chairman, called the meeting to order at 8:00 a.m. and led the pledge of allegiance.

# **Commissioners Present:**

Wade Williams - Vice Chairman

Mark Hoffman - Member

# Commissioners Present Via Zoom (non-quorum, non-voting):

Frank Zulski - Chairman, attending from Orange Beach, Alabama

# Staff Present:

Brent Shank - Engineer/Manager Shawn Beckman - Project Manager

Ed Zmikly - Road Foreman

Lisa Kleeman- Finance Director/Board Clerk

James Godzik – Permit/CADD Technician Robert Genson – Equipment Superintendent

John Gray - Road Foreman

## **Staff Present via Zoom:**

Michelle Main - Administrative Assistant

Tori Thompson – HR/Payroll Clerk

#### **Guests Present:**

Toni Drier - Emmet County Commissioner Bill Dohm – Little Traverse Twp. Supervisor Gordon & Edith Kruskie – Readmond Township Dennis Keiser – Bear Creek Twp. Supervisor

# **Guests Present via Zoom:**

Michael Reaves – Emmet County Administrator David White – Emmet County Commissioner Jim Bartlett – West Traverse Twp. Supervisor

# MINUTES:

It was moved by Hoffman, seconded by Williams, to approve the regular session minutes of January 7, 2022.

Ayes: Hoffman, Williams

Nays: None

Non-Voting: Zulski Motion carried

#### **ACCOUNTS PAYABLE:**

Voucher No. 2201 for Accounts Payable checks 48859 through 48909, in the amount of \$176,271.15 was presented for approval. It was moved by Hoffman, seconded by Williams, to approve accounts payable for payment of the same.

Ayes: Hoffman, Williams

Nays: None

Non-Voting: Zulski Motion carried

#### PAYROLL:

Voucher No. 2204 for Payroll No. 2, checks 57148 through 57175 and direct deposit, in the amount of \$155,350.92, was presented for approval. It was <u>moved</u> by Hoffman, seconded by Williams, to approve payroll for payment of the same.

Ayes: Hoffman, Williams

Nays: None

Non-Voting: Zulski Motion carried

### **UNFINISHED BUSINESS:**

a. Bid tabulation for Bellmer Road in Bear Creek Township from Rustic Road then south for .50 miles for preliminary engineering services for upgrade and asphalt paving design was discussed. It was <u>moved</u> by Hoffman, seconded by Williams, to award the bid and authorize the Engineer-Manager to sign the agreement with Gourdie-Fraser, Inc., for \$21,310. Keiser clarified this is based upon the recommendation of Brian Gutowski and does not include any additional amount over the stated bid unless Bear Creek Township Board approves any change.

Ayes: Hoffman, Williams

Nays: None

Non-Voting: Zulski Motion carried

# **PUBLIC COMMENT:**

a. Dennis Keiser, Bear Creek Township Supervisor -Thanked the Road Commission for coming to the MTA Meeting and presenting.

**APPOINTMENTS: None** 

# **NEW BUSINESS:**

 Discussed adding an internal Field Inspector position. It was <u>moved</u> by Hoffman, seconded by Williams, to create a job description and advertise the position of Field Inspector.

Ayes: Hoffman, Williams

Nays: None

Non-Voting: Zulski Motion carried b. It was <u>moved</u> by Hoffman, seconded by Williams, based upon Gutowski and Shank's recommendation, to cast a vote for Mark Christensen, Montcalm County Road Commission, for the Northern Michigan Association of Road Commission Board.

Ayes: Hoffman, Williams

Nays: None

Non-Voting: Zulski Motion carried

c. It was <u>moved</u> by Hoffman, seconded by Williams, to authorize the Engineer-Manager to sign the agreement with the Little Traverse Bay Bands of Odawa Indians for design engineering for the Lower Shore Drive over Five Mile Creek crossing and the Lake Shore Drive over Wycamp Creek crossing.

Ayes: Hoffman, Williams

Nays: None

Non-Voting: Zulski Motion carried

### **CORRESPONDENCE:**

a. Notice of Straits Area Council Meeting to be held via Zoom on Tuesday, February 1, 2022, at 9:30 a.m. was received and Kleeman will forward to each Board member.

#### **ENGINEER-MANAGER'S REPORT**: Shank offered the following:

- Levering Road Federal Aid Buyout Project is just about ready for bid; working on a EGLE stream crossing permit at Reed Road.
- Seal Coat specifications are being worked on using MDOT specs for approximately 15 miles of primary roads and any townships interested in seal coat projects.
- Rural 10A Local Task Force meeting was held yesterday for additional revenue that came through the federal bill; will be funneled into Levering Road Project.
- Next week there is a meeting to finalize right of ways for the Powers Road curve relocation project.
- Township Meetings start Monday at 6:00 p.m. here at the road commission.

**SUPERVISOR'S REPORT**: Beckman commented he is working on designs and estimates for this year's projects; North Conway Road for the MDOT detour is one of them.

**PERMIT/CAD TECHNICIAN'S REPORT**: Godzik stated he has been working on Wilderness Park Drive. All poles have been set for power; fiber optic lines will be moved to the new poles soon.

**EQUIPMENT SUPERINTENDENT'S REPORT:** Genson reported it has been a tough week keeping up with equipment breakdowns. Last Friday one new truck was delivered to Traverse City and he is hoping this truck gets moved to Truck & Trailer Specialties next week.

**ROAD FOREMAN'S REPORT**: Zmikly stated they have been plowing snow, cutting trees, and hauling stumps from Wilderness Park Drive. Gray reported keeping up with snow and cutting trees.

**FINANCE DIRECTOR'S REPORT:** Kleeman stated she will be attending a CRASIF Board Meeting on Monday, January 24, in Mount Pleasant but will return in time for the Township Meeting.

**COMMISSIONERS' REPORT:** No Additional comments.

# **PUBLIC COMMENT:**

a. Gordon Kruskie, Readmond Township – Asked Beckman to work with him on an issue before the Readmond Township meeting.

Commissioner Williams adjourned the meeting at 8:38 a.m.

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Lisa Kleeman, Finance Director-Clerk of the Board	Date	