

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 on April 18, 2019. The meeting was called to order by Chairman Zulski at 8:00 a.m.

Commissioners Present:

Frank Zulski - Chairman Robert Notestine - Vice Chairman Larry Williams - Member

Staff Present:

Brian Gutowski - Engineer-Manager Shawn Beckman - Project Manager
Lisa Kleeman - Finance Director/Clerk of the Board James Godzik - Permit/CADD Technician
John Gray – South Road Foreman Ed Zmikly – North Road Foreman

Guests Present:

Jim Kargol - Emmet County Commissioner Bill Dohm - Little Traverse Township
Gordon Kruskie - Readmond Township Alice Conrad - Springvale Township
Robert Rogier - Pleasantview John Baker - West Traverse Township

MINUTES: It was moved by Robert Notestine, seconded by Larry Williams, to approve the regular meeting minutes of April 5, 2019.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

ACCOUNTS PAYABLE: The List of Accounts Payable, Voucher No. 1915, checks numbering 45487 through 45516, in the amount of \$505,830.97, was presented for approval. It was moved by Frank Zulski, seconded by Larry Williams, to approve accounts payable for payment of the same.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

PAYROLL: Voucher No. 1916 for Payroll No. 8, checks numbering 54453 through 54509, for regular payroll in the amount of \$94,634.40, was presented for approval. It was moved by Robert Notestine, seconded by Larry Williams, to approve payroll for payment of the same.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

UNFINISHED BUSINESS:

- a. It was moved by Larry Williams, seconded by Robert Notestine, to award the bid to Payne & Dolan, Inc. in the amount of \$280,924.90 for the Bear Creek Township Ultra-thin Project.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

- b. It was moved by Frank Zulski, seconded by Larry Williams, to award the bid to Rieth-Riley in the amount of \$319,144.48 for the Greenwood Road Reconstruction Project in Springvale Township.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

- c. It was moved by Larry Williams, seconded by Robert Notestine, to sign the contract with Bear Creek Township for the Ultra-thin Asphalt Project.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

- d. It was moved by Larry Williams, seconded by Robert Notestine, to sign the contract with Springvale Township for the Greenwood Road Reconstruction Project.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

- e. Discussed was held regarding the Proposed Permit Fee Expense Study. More details were given with regards to the process of Land Division permits as well as the cost of specific permits with revenue and expense information. See attached Permit Fee Expense Study. It was moved by Robert Notestine, seconded by Frank Zulski, to hold a Public Hearing regarding a permit fee increase.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

PUBLIC COMMENT:

- a. Robert Rogier, Pleasantville Township, returned the contract for East Stutsmanville Road, asked for the Hamlet Paving Project be put out for bid, requested an estimate for Welsheimer Road from Stutsmanville north a half mile, and capping Hedrick Road from Golfview south.

APPOINTMENTS: None

NEW BUSINESS:

- a. It was moved by Frank Zulski, seconded by Larry Williams, to adopt the attached "Resolution Acknowledging Prior Abandonment of a County Road Segment" regarding the December 29, 1972 abandonment of a portion of Indian Garden Road, as recommended by Attorney Joel Wurster.

Roll Call Vote:

Ayes: Zulski, Notestine, Williams

Nays: None

Motion carried

- b. It was moved by Robert Notestine, seconded by Frank Zulski, to vote affirmative on the County Road Association of Michigan Constitution & Bylaw Changes Revised on November 20, 2018.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

- c. The bid tabulation for a used Dual Drum Asphalt Roller was discussed. Gutowski recommends this decision be postponed until Robert Genson, Equipment Superintendent, is here for discussion.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

CORRESPONDENCE: None

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

- April 18, 10:00 a.m., Regional Bridge Council Meeting in Gaylord
- April 22, 1:00 p.m., meeting with Denny Keiser, Bear Creek Township Supervisor, regarding potential site for proposed salt shed near McDougal and Click Road
- Vacation April 23-26
- Beginning ten hours days starting April 29
- Next meeting bids will be presented for Wilderness Park Drive Construction Engineering Services, Lower Shore Drive Asphalt Overlay Project for Friendship Township, Pickerel Lake Road Design Proposal for Small Urban Project from US 31 to Bellmer Road, Resort Township ultra-thin asphalt bids, and Pennsylvania Avenue asphalt surfacing
- April 26, hosting NRCS Women Managing Woodlands, 10:00-12:30
- April 30, 1:00 p.m., 10A Regional Task Force Meeting, Boyne City

SUPERVISOR'S REPORT: Beckman reported working on design for one project this year and one project for next year and getting geared up to start construction projects beginning with North Conway Road.

Page 5

Minutes of 04/18/19

Board of Emmet County Road Commissioners

PERMIT/CAD REPORT: Godzik reported being off and catching up to get things back in order.

EQUIPMENT SUPERINTENDENT'S REPORT: None

COMMISSIONERS' REPORT: Commissioner Notestine thanked the staff on a recent incident when hitting a natural gas line; they reacted and handled it well. He also mentioned our Weighmasters could use body cameras as prices have come down and it may help win in court.

Commissioner Zulski mentioned Woodland Road east of Plains Road does not have much gravel on the undeveloped portion. Gutowski stated an ambulance couldn't get in there very well and material could be added to help it stiffen up. Zulski also noted a police car got stuck. Zulski asked how Johansen's worked out with tree removal and Gray responded it worked very well. Arbor Logic has also been used and worked well.

ROAD FOREMAN'S REPORT: Zmikly reported it is pretty wet today but when roads dry up there are plans to grade them. Gray also getting ready to grade gravel roads and has been taking care of pot holes.


FINANCE DIRECTOR REPORT: Kleeman reported on communication with Agnes Shaw, Emmet County Fair Manager, about having a truck set up at the fair for the purpose of educating people on blind spots as well as other educational outreach ideas. She is sending a contract and information. The dates of the Fair are August 20-25, but the truck will need to be set up by Friday, August 16. Scott Conti, of Balanced Health and Fitness of Harbor Springs, met with all employees on April 17 regarding living a healthier life and an upcoming contest.

PUBLIC COMMENT:

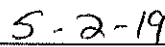
- a. Bill Dohm, Little Traverse Township Supervisor, inquired on the status of the tree removal fund. Zulski stated \$50,000 was set aside for tree removal and if expenses go beyond that amount, the townships can use their funds to get more trees done. Gutowski informed Dohm he can get with John Gray if he has trees that need to be removed. Dohm mentioned Fern Avenue and Beach Drive have trees that need to be addressed.

- b. Alice Conrad, Springvale Township, asked if the same contractor handles all our trees and who cleans up. Zulski stated we have seven contractors; they get the trees down and our crew cleans them up.
- c. Jim Kargol, Emmet County Commissioner, stated that Pennsylvania Avenue has a leech basin that needs to be addressed and if we are doing reconstruction on this road, it will need to be improved.
- d. Gordon Kruskie, Readmond Township Supervisor, stated they have possibilities for road improvement projects but have budget issues to resolve first. Zulski advised the costs go up if they wait too late in the season to get their projects in.

With no further business, Commissioner Zulski adjourned the meeting at 8:50 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board



Date

PERMIT FEE EXPENSE STUDY

For April 18, 2019 Meeting

The following is a chart from the Proposed Permit Fee Increase Study date April 5, 2019 showing current fees versus proposed fees versus 2018 Actual Costs.

PERMIT FEES VS. PROPOSED CRA FEES VS. 2018 ACTUAL COSTS

	CURRENT FEES	PROPOSED FEES	ACTUAL 2018 COSTS
DRIVEWAYS			
Residential Driveway, Rural (shoulder/ditch) (1)	\$ 30	\$ 50	\$ 115
Commercial Driveway Approach (2)	\$ 100	\$ 200	\$ 187
LAND DIVISION			
Initial	\$ 75	\$	\$ 317
Plus \$5 for each additional up to \$100	\$ 100	\$	Same
UTILITIES			
Overhead / Underground Utility Installation (3)	\$ 100	\$ 200	\$ 68
Open Cut Road Crossings (+Restoration Cash Bond)	\$ 500	\$ 250	Same
OTHER (4)			
Grading / Drainage (ditch enclosure / sealed plans)	\$ 30	\$ 100	\$ 48
Soil Borings	\$ 30	\$ 75	Same
Landscaping	\$ 30	\$ 50	Same
Vegetation Removal/Trimming (trees, stumps, etc...)	\$ 30	\$ 50	Same

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RESIDENTIAL DRIVEWAYS: Average 2018 cost was \$115 per driveway

In 2018, there were 125 Residential Driveway Permits. The following is a cost comparison showing income from current fees versus proposed fees versus actual costs.

<u>CURRENT FEES</u>	<u>PROPOSED FEES</u>	<u>ACTUAL COSTS</u>
\$ 3,750	\$ 6,250	\$ 14,375

This means at the Current Fees our MTF dollars supplemented individual landowners to the tune of **\$10,625.**

Under the Proposed Fees our MTF would still have supplemented individual landowners to the tune of **\$8,125.**

COMMERCIAL DRIVEWAYS: Average 2018 cost was \$187 per driveway

In 2018, there were 17 Commercial Driveway Permits.

<u>CURRENT FEES</u>	<u>PROPOSED FEES</u>	<u>ACTUAL COSTS</u>
\$ 1,700	\$ 3,400	\$ 3,179

This means at the Current Fees our MTF dollars supplemented commercial property owners to the tune of \$1,479.

Under the Proposed Fees the Road Commission would cover our costs.

LAND DIVISION: Average 2018 cost was \$219 per Land Division

In 2018, there were 13 Land Division Applications.

<u>CURRENT FEES</u>	<u>PROPOSED FEES</u>	<u>ACTUAL COSTS</u>
\$ 1,065	\$ 200	\$ 2,853

This means at the Current Fees our MTF dollars supplemented individual property owners to the tune of \$1,788.

My recommendation is to raise the Land Division fee to \$200.

UTILITIES: Average 2018 cost was \$68* per Utility Permit

*We do not have a true cost to all the Utility Permit costs.

In 2018, there were 104 Utility Permits

<u>CURRENT FEES</u>	<u>PROPOSED FEES</u>	<u>ACTUAL COSTS</u>
\$ 10,400	\$ 20,800	See Above *

OTHER PERMITS: The average cost to administer an Other Permit was \$48.

There were 9 Other Permits in 2018.

<u>CURRENT FEES</u>	<u>PROPOSED FEES</u>	<u>ACTUAL COSTS</u>
\$ 270	\$ 525	\$ 432

This means at the Current Fees our MTF supplemented individual property owners to the tune of \$162.

Under the new fee schedule, our costs would be covered.

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How much does our current permit fee structure cost the MTF, which is our operating revenue?

Residential Driveways	=	\$ 10,625
Commercial Driveways	=	\$ 1,479
Land Divisions	=	\$ 1,788
<u>Other Permits</u>	=	<u>\$ 432</u>
TOTAL COST TO THE R.C.	=	\$ 14,324

This means the citizens of Emmet County are paying \$14,342 to supplement people and citizens that are pulling the permits for the items above.

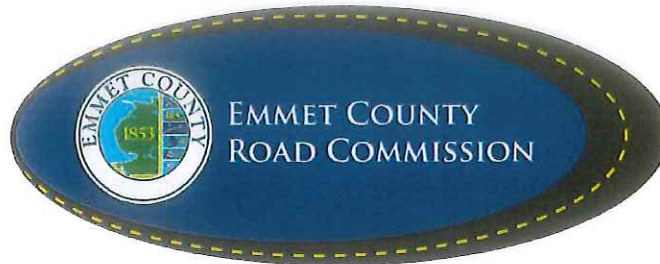
What can we purchase for \$14,342?

- 6.3 miles of Crack Sealing
- 7/10 of a mile of sealcoat
- 269 tons of asphalt at the plant
- 148 tons of cold patch
- 3,100 tons of gravel crushing at one of our pits
- 1 pick-up truck with 2 years of savings
- 2 seasonal employees for the summer months

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My suggestion is to follow through with the CRA recommendation and raise the fees as called for and raise the Land Division fees to \$200 to more cover our costs and not supplement these activities with MTF dollars.

Larry Williams
Robert Notestine
Frank Zulski Jr.
Brian A. Gutowski, P.E.
Engineer-Manager
Lisa Kleeman
Finance Director -
Clerk of the Board



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The following is an excerpt from the minutes of the regular meeting of the Emmet County Board of Road Commissioners held on April 18, 2019:

It was moved by Frank Zulski, seconded by Larry Williams, to adopt the attached "Resolution Acknowledging Prior Abandonment of a County Road Segment" regarding the December 29, 1972 abandonment of a portion of Indian Garden Road, as recommended by Attorney Joel Wurster. Roll Call Vote.

Ayes: Zulski, Notestine, Williams

Nays: None

Motion carried

RESOLUTION ACKNOWLEDGING PRIOR ABANDONMENT OF A COUNTY ROAD SEGMENT

WHEREAS, by a prior resolution dated December 29, 1972 (the "Prior Resolution"), the Emmet County Board of Road Commissioners (the "Road Commission") absolutely abandoned and discontinued use of a segment of Indian Garden Road located in Resort Township, Emmet County, Michigan, with the centerline of this abandoned segment described as:

Commencing at the Southwest corner of Section 31, T 34 N, R 6 W, Emmet County, Michigan, Thence S 89° 18' E 1180.62 feet along the South line of said Section 31 to the center line of Indian Garden Road; Thence S 1° 37' 50" W 80.0 feet more or less to the point of beginning; Thence N 1° 37' 50" E 80.0 feet; Thence N 19° 47' 30" W 485.09 feet; Thence N 58° 03' W 222.32 feet; Thence N 50° 51' W 157.10 feet; Thence N 63° 44' W 139.23 feet; Thence N 55° 50' W 153.00 feet; Thence N 71° 42' W 161.33 feet; Thence N 46° 40' W 197.69 feet more or less to the point of ending;

and

WHEREAS, the Prior Resolution was part of the relocation and replacement of the abandoned segment with a different nearby segment of the same roadway; and

WHEREAS, a true copy of the Prior Resolution apparently has not been recorded in the office of the Emmet County Register of Deeds prior to the date of this Resolution Acknowledging Prior Abandonment; and,

WHEREAS, it is in the best interests of the public for true copies of both this Resolution Acknowledging Prior Abandonment and the Prior Resolution to be recorded in the office of the Emmet County Register of Deeds.

NOW, THEREFORE, BE IT RESOLVED that:

True Copies of both this Resolution Acknowledging Prior Abandonment and the Prior Resolution dated December 29, 1972, shall be recorded by the Road Commission in the office of the Emmet County Register of Deeds.

I hereby certify that the above is true copy of a resolution adopted by the Board of Emmet County Road Commissioners at its regular board meeting on April 18, 2019, and was made part of the official minutes of said board meeting.

Dated: April 18, 2019



Lisa Kleeman, Finance Director-Clerk of the Board
Emmet County Road Commission