

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, October 1, 2021. Frank Zulski, Board Chairman, called the meeting to order at 8:00 a.m. and led the pledge of allegiance.

Commissioners Present:

Frank Zulski – Chairman Wade Williams – Vice Chairman Mark Hoffman – Member

Staff Present:

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

Guests Present:

Bill Dohm – Little Traverse Twp. Supervisor Toni Drier – Emmet County Commissioner
David White – Emmet County Commissioner

Guests Present via Zoom:

Thomas Miller – Trailsend Bay Property Assoc. Sandy Planisek – Mackinaw News
Paul Schemanski – Resort Township Trustee George Smolak – Legs Inn, Cross Village
Stephen Keller – Cross Village Twp. Supervisor

MINUTES: It was moved by Hoffman, seconded by Williams, to approve the regular session minutes of September 20, 2021.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

ACCOUNTS PAYABLE:

Vouchers No. 2139A and 2139B for Accounts Payable checks 48484 through 48532, in the amount of \$1,153,165.55 were presented for approval. It was moved by Zulski, seconded by Williams, to approve accounts payable for payment of the same.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

PAYROLL:

Voucher No. 2140 for Payroll No. 20, checks 56895 through 56923 and direct deposit, in the amount of \$97,346.02, was presented for approval. It was moved by Hoffman, seconded by Williams, to approve payroll for payment of the same.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

UNFINISHED BUSINESS:

- a. Message board bids from July were discussed and this item will be reintroduced again in 2022. Zulski asked for greater clarification between the two bids when this is brought up again.
- b. Federal-aid projects for 2024 through 2026 were discussed as follows:
 - a. 2024 – Hathaway Road from N. Conway Road to Mink Road
 - b. 2025 – Robinson Road from .25 miles west of Durkalic Road to Pleasantview
 - c. 2026 – Brutus Road from US 31 to Cheboygan County Line

It was moved by Zulski, seconded by Hoffman, to approve the federal-aid projects for 2024 through 2026 as listed above.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

PUBLIC COMMENT:

- a. George Smolak, Cross Village – He sent an email to the Board of Road Commissioners regarding the project currently occurring near Chippewa Drive and proceeded to list several issues that concerned him, primarily water being directed to and drained onto his property. Gutowski responded with the purpose and details on maintenance activities that are being completed in this location. Zulski also explained in detail what is currently happening on Chippewa Drive and why general maintenance needs to be completed. Drain Commissioner Arden Bawkey and Township Supervisor Stephen Keller have been involved in this process. Further engineering and funding is trying to be obtained for the next steps to address drainage in Cross Village. Commissioner Zulski stated that general maintenance is handled by the Engineer-Manager.

APPOINTMENTS: None

NEW BUSINESS:

- a. It was moved by Hoffman, seconded by Zulski, to sign the contract with R. Brent Shank for the position of Engineer-Manager beginning January 1, 2022, for three years.

Roll Call Vote:

Hoffman Aye

Williams Aye

Zulski Aye

Motion carried

CORRESPONDENCE: None

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

- Superintendent's Conference is in Manistee next Wednesday through Friday
- MCRC SIP Finance Meeting in Petoskey, October 13.

SUPERVISOR'S REPORT:

- Hill Road project - Paving was supposed to occur on Sunday, but curbs are an issue that need to be resolved. Project starting date policy was discussed and weather will determine if project can be completed this year. Beckman reminded the contractor of contract deadlines. If paving cannot be done this year, curbs may need to be wedged.
- Boyer Road – Gravel compaction and paving will occur soon; Wonsey is pretty much done.
- Levering Road designing for 2022
- Wrapping up projects for year end

PERMIT/CAD TECHNICIAN'S REPORT: Godzik reported working on Wilderness Park Drive, First to Second Beach, with Great Lakes Energy and relocating power poles and setting a schedule for stumping.

EQUIPMENT SUPERINTENDENT'S REPORT: Genson reported keeping trucks running to complete projects and changing them over for winter.

ROAD FOREMAN'S REPORT: Gray reported Beach Road wedging is complete and four culverts were replaced in preparation. They are also finishing Mitchell Road paving and drainage maintenance today. Zmikly reported placing gravel shoulders on the summer's wedging projects.

FINANCE DIRECTOR'S REPORT: Kleeman distributed and reviewed the following:

- MTF information for August
- August Statement of Revenue and Expenses
- Trial Balance for August
- Cash Statement for 09/30/21

COMMISSIONERS' REPORT: Commissioner Zulski inquired about Tower Road and a letter received from Maple River Township inquiring about what can be done near the creek.

Gutowski responded that as long as there is a grass buffer between the road and the creek it is okay. Zulski stated he appreciates the crew and getting ready for winter.

Commissioners Williams asked about straightening the curve on Powers Road and Gutowski responded that he is working with MDOT on a detour route.

PUBLIC COMMENT: None

RECESS: Commissioner Zulski recessed the meeting at 8:32 a.m.

WORK SESSION WITH STAFF: Commissioner Zulski reconvened the meeting at 8:39 a.m. for the purpose of the following:

Budget – a second revision was completed and the goal is to improve fund balance and cash balance. Township contributions/projects are the largest amount completed to date. The total budget revenue and expenses are projected to be the highest amount ever.

Equipment – a proposed list for equipment purchases in 2022 and an equipment replacement plan were distributed. Discussed the need to purchase the leased grader, a new mower, and multiple other items. Purchasing two tandem axle trucks per year is the goal to keep the fleet at a sustainable level. There is currently, significant difficulty in getting replacement parts. There was much discussion on the best type of machines that will be required in the future and plan for funding equipment.

2021 Project Review – unfunded costs and classifying costs differently than in the past was discussed in detail as was wedging costs per lane mile.

2022 Proposed Projects – Gutowski distributed a list of proposed projects, potential funding sources, and required agency match. Chip sealing by a contractor will be an option included in 2022. Lake Shore Drive north of Cross Village is a proposed project depending on the federal infrastructure bill and if that doesn't pass, a different project will have to be completed on this road. MDOT's 2022 & 2023 detour route via Milton and Power's Road was also discussed.

Winter Preparation – an additional nightman was proposed along with creating two Assistant Foreman positions. There was discussion on the cost of each proposal, the purpose for each request, and creating a crew leader position and summer crew to be utilized solely by MDOT next summer.

It was moved by Zulski, seconded by Hoffman, to approve the additional nightman proposal and Assistant Foremen Proposal with a \$2 an hour increase for the latter positions and work with the bargaining unit on this proposal.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

2022 Safety Banquet - rescheduled until next Spring due to Covid issues.

Other Road Related Issues:

- Cheboygan County Road Commission requested sharing an Engineer-Manager, but after discussion, it was decided it is not an option.
- Wedging – Zulski requested we deduct 40% so we stay within the budget. Set aside a line item for wedging.
- Limit the scope of projects for a short period of time to improve cash/fund balance.
- Add 10% to projects for a contingency to the bid amount.
- Township overages should be considered differently than other agencies contracting with us; larger contingencies must be estimated to pay overages for non-township partners.
- Change project contracts for amount paid to contractors to 80% not 90%; holding the balance for retainage. This will allow for payments from a township to match what we have to pay a contractor.
- Wedging program creates a concern for staffing. Is there a limit to set how much townships can request to get done during the year? Maintenance is suffering and we need a process to decide which township gets which job done.

Commissioner Zulski adjourned the meeting at 10:21 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board



Date