

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, November 14, 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      John Gray - South End Road Foreman  
Robert Genson - Equipment Superintendent      Shawn Beckman - Project Manager  
Lisa Kleeman - Finance Director/Clerk of the Board      James Godzik – Permit/CADD Technician

Guests Present:

James Kargol– Emmet County Commissioner      Toni Drier – Emmet County Commissioner  
Gordon & Edith Kruskie-Readmond Township      John Baker – West Traverse Township  
Dennis Keiser – Bear Creek Township      Bill Dohm – Little Traverse Township  
Marilyn Williams

MINUTES: It was moved by Larry Williams, seconded by Robert Notestine, to approve the regular session minutes of November 1, 2019.

Ayes: Notestine, Williams, Zulski

Nays: None

Motion carried

ACCOUNTS PAYABLE: The List of Accounts Payable, Voucher No. 1945 checks numbering 46179 through 46234, in the amount of \$1,086,088.92, was presented for approval. It was moved by Robert Notestine, seconded by Frank Zulski, to approve accounts payable for payment of the same.

Ayes: Notestine, Williams, Zulski

Nays: None

Motion carried

PAYROLL: Voucher No. 1946 for Payroll No. 23, checks numbering 55342 through 55375 and direct deposit, for regular payroll in the amount of \$98,697.96, was presented for approval. It was moved by Frank Zulski, seconded by Robert Notestine, to approve payroll for payment of the same.

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Minutes of 11/14/19

Board of Emmet County Road Commissioners

Ayes: Notestine, Williams, Zulski

Nays: None

Motion carried

UNFINISHED BUSINESS:

- a. Health Insurance Renewal Update was given by Kleeman. There were only slight changes to the policy that were mandated by Blue Care Network. The rates for the HRA portion will be adjusted to remain within the hard cap limits. The bargaining unit will be voting on this in the near future.

PUBLIC COMMENT: None

APPOINTMENTS: None

NEW BUSINESS:

- a. The 2020 Proposed Board Meeting Schedule was reviewed for possible changes. It was moved by Frank Zulski, seconded by Robert Notestine, to advertise the proposed schedule.

Ayes: Notestine, Williams, Zulski

Nays: None

Motion carried

- b. The 2020 Proposed Township Meeting Schedule was reviewed for possible changes.
- c. MDOT Safety Grant Contract 19-5531 for Signing Upgrade on various locations along federal-aid routes county-wide was discussed. It was moved by Larry Williams, seconded by Frank Zulski, to offer a resolution for signing the contract. See attached.

Ayes: Notestine, Williams, Zulski

Nays: None

Motion carried

CORRESPONDENCE: None

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

- Michigan Catastrophic Claim charge on vehicle registration will be reduced during 2020
- Safety Grant Funding with Little Traverse Bay Band of Odawa Indians may provide for a study for improvements at the Mitchell and Division intersection and Hathaway and Pleasantview Road intersection

- South end salt shed property purchase offer made to the County was inquired of Commissioner Drier and Kargol. Kargol responded they are aware and but there is another offer and he also stated he got questions about noise issues and he reassured that person it would not be an issue. Drier believes there will be more information at the next Board meeting. Kargol brought up exchange for property with work on Camp Petosega and clarifications were made regarding public road versus non road project.

SUPERVISOR'S REPORT: Beckman reported the following:

- Construction crew is finished for the year
- Greenwood Road still needs shoulder gravel and other punch list items completed
- Atkins Road still has punch list items that may be completed Monday or Tuesday
- Some project restoration may not be completed this year
- End of year invoices will be completed soon

PERMIT/CAD REPORT: Godzik reported finishing up inventory measurements of materials and driveway permits.

EQUIPMENT SUPERINTENDENT'S REPORT: Genson reported about three trucks left to convert for winter. One new truck is here and finished, two are getting outfitted with the additional components, and another truck has arrived but hasn't been sent for components parts yet.

COMMISSIONERS' REPORT: Commissioner Notestine relayed comments he has heard how much better our roads are plowed than other counties. He also requested project information at year end from Kleeman regarding estimates and actual costs. Notestine also commented some utility companies are requesting for several right-of- ways to be marked and they are not prioritizing them with Miss Dig; this is using up a lot of resources causing a delay in getting Miss Dig's completed for others. Godzik stated he was aware of this issue and he works with the utility companies on the schedule.

Commissioner Zulski along with two others stated some of our trucks have been seen with no green lights visible when they are oncoming so they are not readily identifiable as a plow truck. Genson stated he is adding green lights as the amber ones need to be replaced because they are expensive.

ROAD FOREMAN'S REPORT: Gray reported plowing early this year and utilizing a new liquid material with good results.

FINANCE DIRECTOR REPORT: Kleeman distributed a Credit Card Policy draft for the Board to review for possible adoption at the next meeting. Direct Deposit began this week and was elected by 25 employees.

PUBLIC COMMENT:

- a. Jim Kargol, Emmet County Commissioner, inquired about a cross culvert on Greenwood. Godzik replied he is working with Elmer's on this culvert and they are planning to work on it more next week. Kargol expressed his concern with water issues next spring if the culvert is not fixed.
- b. Toni Drier, Emmet County Commissioner, expressed interested getting a copy of the Project Cost Report at year-end.
- c. Dennis Keiser, Bear Creek Township Supervisor, commented on MichCon and True Stream working in the right-of-way. For example, on Country Club Road, one utility cut through all the driveways and one was concrete and that person is trying to clear snow where it was removed. Godzik stated he has been working on this issue and the driveways will be completed, even if it is temporary and has to be redone next year. Charter is currently on Boyer Road, and since our permits state no work allowed after November 14, Godzik has been in communication with them. Keiser commented on the last two years' early snow may necessitate the need to revisit end of season work date on the permits.
- d. Gordon Kruskie, Readmond Township Supervisor, revisited an issue regarding a drainage problem on M119. He is in process of applying for a grant for a study on the erosion issue. He is asking for input from the road commission even though it is an MDOT route. There are multiple areas of poor or no drainage on this route and erosion has caused a terrific amount of erosion. The township owns some property that can help with this issue. Godzik commented all the erosion is occurring out of our jurisdiction and is related to MDOT's right of way and a subdivision. Zulski commented he appreciates the issue and water is projected to rise another six inches next year. Commissioner Drier commented it is about public perception and there is a need for our involvement. She encourages Road Commission involvement and to be available for questions. Gutowski commented the last meeting no one was available to attend. Kruskie will let Gutowski know when the next meeting is scheduled.

Commissioner Zulski adjourned the meeting at 8:30 a.m.

  
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Lisa Kleeman, Finance Director-Clerk of the Board

12-2-19  
\_\_\_\_\_  
Date

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 November 14, 2019:

MDOT Safety Grant Contract 19-5531 for Signing Upgrade on various locations along federal-aid routes county-wide was discussed. It was moved by Larry Williams, seconded by Frank Zulski, to offer a resolution for signing the contract.

Ayes: Notestine, Williams, Zulski

Nays: None

Motion carried

#### RESOLUTION

WHEREAS, the Michigan Department of Transportation ("MDOT") has presented a proposed contract for Federal Funds under the program Highway Safety Improvement Program; and

WHEREAS, the project involves permanent signing upgrade work at various locations along federal-aid routes countywide; and all together with necessary related work; for Contract 19-5531, Job Number 206923CON;

NOW, THEREFORE, BE IT RESOLVED THAT, the Emmet County Board of Road Commissioners approve the signing of the contract with MDOT for the project, as stated above, and hereby authorize the Chairman, Frank Zulski, and Vice Chairman, Robert Notestine, to sign Contract No. 19-5531;

I hereby certify that the above is true and adopted by the Board of Emmet County Road Commissioners at their regular board meeting on November 14, 2019, and is made part of their official minutes of said Board meeting.

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