

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 1, 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 & Ed Zmikly - 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 Count Commissioner John Baker – West Traverse Township
Bill Dohm – Little Traverse Township John Eby – Maple River Township
Toni Drier – Emmet County Commissioner

MINUTES: It was moved by Frank Zulski, seconded by Larry Williams, to approve the regular session minutes of October 18, 2019.

Ayes: Notestine, Williams, Zulski

Nays: None

Motion carried

ACCOUNTS PAYABLE: The List of Accounts Payable, Voucher No. 1943 checks numbering 46146 through 46178, in the amount of \$612,133.69, 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. 1944 for Payroll No. 22, checks numbering 55284 through 55341, for regular payroll in the amount of \$97,278.60, was presented for approval. It was moved by Larry Williams, seconded by Robert Notestine, to approve payroll for payment of the same.

Ayes: Notestine, Williams, Zulski

Nays: None

Motion carried

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Minutes of 11/01/19

Board of Emmet County Road Commissioners

UNFINISHED BUSINESS: None

PUBLIC COMMENT: None

APPOINTMENTS: None

NEW BUSINESS:

- a. It was moved by Frank Zulski, seconded by Robert Notestine, to sign the contract with Spierling Trucking & Excavating for the Beach Drive Rip-Rap Placement Project.

Ayes: Notestine, Williams, Zulski

Nays: None

Motion carried

- b. Blue Care Network 2020 rate renewal was discussed. It is expected the increase will be about 12.34%. Options will be looked at and discussed with staff on November 7.

CORRESPONDENCE:

- a. Straits Area Council Meeting, Tuesday, November 5, 2019, 9:00 a.m., at Audie's in Mackinaw City.

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

- Petitions are being received from resident's along Lakeshore Drive in Cross Village
- Normal winter weather patterns are being forecasted by the experts
- A settlement agreement has been reached on Beach Drive
- Recently met with Amanda Swiss, LTBOI, and Dennis Keiser, Bear Creek Township Supervisor, regarding federal Tribal Safety Funds for studying dangerous intersections:
 - Hathaway and Pleasantview Roads
 - Mitchell and Division - Citizens National Bank may purchase and deed right of way to Emmet County Road Commission in this area for a possible round-about
 - Lears and Anderson Roads
 - Lears and Cemetery Roads
- MDOT Meeting in Gaylord on November 7, at 10:00 a.m. regarding the 2020 trunkline maintenance budget.

SUPERVISOR'S REPORT: Beckman reported the following:

- Welsheimer Road is being prepared for gravel on Monday.
- Greenwood Road may be paved today by Rieth-Riley if temperatures allow
- Atkins Road ditching will be completed soon and a patched paved today

- Construction season ends next week
- Rieth Riley will be working on State Road trying to pave a couple more miles, even up the lanes, and feather butt joints for a smooth transition
- Closing up projects

PERMIT/CAD REPORT: Godzik reported permits are slowing down a bit.

EQUIPMENT SUPERINTENDENT'S REPORT: Genson reported continuing to prepare trucks for winter and the fourth new truck should be here today.

COMMISSIONERS' REPORT: Commissioner Notestine inquired how the career fair went at North Central Michigan College. Genson and Gutowski responded with observations and suggestions. Notestine also asked about the status on the intersection at Pickerel Lake Road and US 31. Gutowski responded he is working with Dennis Keiser, Bear Creek Township Supervisor and Matt Radulski from MDOT on moving the north portion of the road and installing a traffic signal, but property has to be purchased. Notestine further inquired about Cherry Lane and Godzik gave an update that he is still working with the property owner.

Commissioner Zulski inquired about follow up for Joel Frye's property question from the previous meeting and Godzik responded he is meeting with him today on the issue.

ROAD FOREMAN'S REPORT: Zmikly reported getting ready for winter with lots of patching, working on gravel roads, and marking routes. Gray reported wrapping up projects and switching over getting ready for winter by marking routes.

FINANCE DIRECTOR REPORT: Kleeman discussed the MTF Revenue for September, current cash position, and September Revenue and Expenditure Report. Preparing to pay for the four new trucks and their delivery schedule was also discussed.

PUBLIC COMMENT: None

With no further business, Commissioner Zulski recessed the meeting at 8:25 a.m.

Commissioner Zulski reopened the meeting at 8:31 a.m. for a work session.

Gutowski discussed the current operating budget and cash update along with winter operations and the implementation of salt savings measures by utilizing brine differently than the past. He went on to present 2020 planned projects. Discussion ensued regarding utilizing our construction crew versus contracting for bridges and culvert projects. Kleeman reported on overruns and unfunded expenses for the past two years. Gutowski explained the potential

costs savings by using contractors instead of our construction crew. After much discussion and various explanations of overruns and viable options, Gutowski made the recommendation to proceed with the plan to contract all construction projects for 2020 on a trial basis.

Agency match and construction engineering costs were outlined for each 2020 Federal Aid project. Discussion continued on seeking other funding sources for the match on Federal Aid projects as well as seeking increased funding from other sources especially with contract overruns. Township projects will also be contracted out except for sealcoat and wedging.

The Permit/CADD Technician position duties were discussed as well as the inability for this position to assist the Project Manager due to increased permits and right of way issues. Gutowski will hire consultants to complete construction engineering on several 2020 projects to ease this problem.

Zulski mentioned the new salt shed needs to be built so we can't continue to absorb losses as we have been and cost cutting changes need to be made for all funding sources.

Equipment and building needs were discussed. The plan will be to purchase a service truck, flat rack truck, and heaters in truck storage. Discussion continued on inadequate equipment purchasing and the various reasons; an extended lack of funding, increased winter expenses, project overruns, as well as not making it a priority due to lack of funding and how this could impact agency perception and future planning.

Proposed contract language changes were discussed to deal with change orders, construction progress schedule, work stoppages, and liability insurance coverage increases.

December 13, 2019 Board meeting, we will be reviewing the Revised 2019 Act 51 Budget and the Proposed 2020 Act 51 Budget. December 27, 2019 Board meeting, we will be reviewing the 2020 Working Budget.

Commissioner Zulski adjourned the meeting at 9:40 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board

11-14-19

Date