

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 2, 2020. Chairman Frank Zulski called the meeting to order at 8:00 a.m.

Commissioners Present:

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

Staff Present:

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

Guests Present:

James Kargol – Emmet County Commissioner Toni Drier – Emmet County Commissioner
Bill Dohm – Little Traverse Township Dennis Keiser – Bear Creek Township
Michael Reaves-Emmet Co. Administrator (Zoom) Alice Conrad – Springvale Township

MINUTES: It was moved by Robert Notestine, seconded by Wade Williams, to approve the regular session minutes of September 18, 2020.

Ayes: Notestine, Williams, Zulski

Nays: None

Motion carried

ACCOUNTS PAYABLE: The Lists of Accounts Payable, Vouchers No. 2039A & 2039B, checks 47176 through 47242, in the amount of \$486,416.35 were presented for approval. It was moved by Frank Zulski, seconded by Robert Notestine, to approve accounts payable for payment of the same.

Ayes: Notestine, Williams, Zulski

Nays: None

Motion carried

PAYROLL: Voucher No. 2040 for Payroll No. 20, checks 56120 through 56150 and direct deposit, for regular payroll in the amount of \$97,804.41, was presented for approval. It was moved by Robert Notestine, seconded by Wade Williams, to approve payroll for payment of the same.

Ayes: Notestine, Williams, Zulski

Nays: None

Motion carried

UNFINISHED BUSINESS: None

PUBLIC COMMENT: None

APPOINTMENTS: None

NEW BUSINESS:

- a. It was moved by Frank Zulski, seconded by Robert Notestine, to add State Road from Stutsmanville to M-119 to the All-Season Road list.

Ayes: Notestine, Williams, Zulski

Nays: None

Motion carried

CORRESPONDENCE: None

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

- Bear River Water Trail Committee Meeting was October 1, 2020. Bear Creek Township along with one township from Charlevoix County would like to designate Bear River as a water trail and plan to improve stream crossings.
- Enbridge would like to begin meetings to discuss the proposed tunnel and required infrastructure. Michael Reaves, Emmet County Administrator, is setting up a meeting on Wednesday, October 7, at 1:30 p.m., in the Board of Commissioners meeting room. Gutowski, Zulski, and Godzik will plan to attend.
- CRA Public Relations Workshop via Zoom, October 13-14
- Winter Operations Conference via Zoom, October 13-15
- Attorney Bill Henn's proposal was received for Wilderness Park Drive. Zulski plans to attend the township meeting on October 13.
- Paser Ratings are in process and will be completed soon
- Next Board Meeting, October 16, there will be a work session after the regular meeting
- CRASIF recognized Emmet CRC with the lowest MOD factor of .675 (injury rate) for our payroll classification.
- Project Update:
 - Cincinnati Pointe Drive – paving will be completed today.
 - Elmer's Crane & Dozer has been working on Hill Road. The gravel is down and culverts will be placed today.
 - Stutsmanville Turnaround Project will be completed in the spring. Some work will be done yet this fall to address a few issues.

SUPERVISOR'S REPORT: None

PERMIT/CAD TECHNICIAN'S REPORT: Godzik reported Oxcart will begin to be used for right of way permits within the next two weeks. We will be one of the first counties testing this new process, however, paper can still be used until January 1, 2021 for those without computer availability. Godzik also discussed a letter received regarding a plat on Wilderness Park Drive by a concerned citizen and he is working with Tom Swenor on these concerns. He will have more details for the next meeting.

EQUIPMENT SUPERINTENDENT'S REPORT: Genson discussed the following:

- Preparing trucks for winter
- Two mowing tractors have been determined to have obsolete wiring harnesses
- IT Right will be here October 15 to complete an upgrade for the payroll Kiosk system
- True Stream incorrectly set up a voice mail system that was taking messages we did not have access to. This was fixed September 30.
- Underbody blade order was reduced and delayed saving cash resources but will be arriving in November
- MDOT Salt Sheds at Levering and Conway have had roof, siding, and lighting repairs
- An extra brine tank was moved to Levering

ROAD FOREMAN'S REPORT: Gray reported getting projects finished up and preparing for winter.

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

- Cash Summary Report 10/02/20
- MTF for August Received in September (Early)
- Statement of Revenue and Expenses for August
- MERS Annual Conference was virtually attended by three staff and all sessions were recorded for further review.

COMMISSIONERS' REPORT: Commissioner Notestine thanked Foreman Gray as he noticed the ditching on US 31 north of Oden. He also inquired if Tri County Excavating was not completing the Country Club Road project, would it be first on list for the next construction season and Gutowski affirmed this was so.


Commissioner Zulski extended thanks to the crew for receiving the CRASIF safety award and asked that it be placed put in the Petoskey News Review. The Board expresses great thanks to our road workers and safety director.

PUBLIC COMMENT:

- a. Dennis Keiser, Bear Creek Township Supervisor – Inquired on the status of the Howard and Lears Road Project from Tribal funding and cutting down the bank. Gutowski responded the funding was received and sent to Consumers Energy but the bank would not be cut down still this year due to weather. Keiser asked about permitting small cell towers being installed in the right of way as Bear Creek Township has had three requests recently. Godzik gave an update on the process and regulations for small cell towers. Keiser also asked that we follow up with building department and send them the link for the Oxcart website.

- b. James Kargol, Emmet County Commissioner – asked for the CRASIF award information to be placed in the Harbor Light Newspaper.

Commissioner Zuluski adjourned the meeting at 8:33 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board

10-16-20
Date