

**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, February 5, 2021. Frank Zulski, Chairman of the Board, called the meeting to order at 8:00 a.m.

Commissioners Present:

Robert Notestine - Vice Chairman Wade Williams - Member

Commissioners Present via Zoom:

Frank Zulski – Chairman from Orange Beach, Alabama

Staff Present:

Brian Gutowski - Engineer/Manager
James Godzik – Permit/CADD Technician
Lisa Kleeman – Finance Director/Board Clerk
Ed Zmikly – North Road Foreman

John Gray – South Road Foreman
Bob Genson – Equipment Superintendent
Shawn Beckman – Project Supervisor

Guests Present via Zoom:

David White – Emmet County Commissioner
Michael Reaves – Emmet County Administrator
Bill Dohm – Little Traverse Township
Thomas Miller–Trails End Bay Property Assoc.
Sandy Planisek
Mary Carolan
Terry Carolan
Paul Schemanski

Toni Drier – Emmet County Commissioner
Roger Moore – Wawatam Twp. Supervisor
Dennis Keiser – Bear Creek Township Super.
Bob Desy
Stephen Keller
Jim Bartlett
Tammy Doernenburg, Planning & Zoning

MINUTES: It was moved by Robert Notestine, seconded by Wade Williams, to approve the regular session minutes of January 22, 2021 and special meeting minutes of January 25, 26, 27, and 28, 2021.

Ayes: Notestine, Williams, Zulski

Nays: None

Motion carried

ACCOUNTS PAYABLE:

Voucher No. 2105 for Accounts Payable checks 47673 through 47721, in the amount of \$104,266.91 was presented for approval. It was moved by Wade Williams, seconded by Robert Notestine, to approve accounts payable for payment of the same.

Ayes: Notestine, Williams, Zulski

Nays: None

Motion carried

PAYROLL:

Voucher No. 2106 for Payroll No. 3, checks 56424 through 56453 and direct deposit, in the amount of \$107,461.81, 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:

- a. Dennis Keiser, Bear Creek Township Supervisor – Thanked Gutowski for attending the township board meeting via Zoom and discussing the Atkins Road Project.

APPOINTMENTS:

- a. 8:15 a.m.: Mary Carolan presented a request for variance for her property on the corner of Larks Lake Road and Beckon Road to have a commercial driveway added without concrete curbs and asphalt. Mary Carolan gave a detailed description and plans for the property which is a natural wooded site. Zulski, Gutowski, and Godzik responded with requirements for a commercial driveway. Harry Carolan asked more specific questions as to measurements and placements of the curb and gutter within the right-of-way. Godzik and Gutowski explained curbing details further and Godzik will email specifications to Carolan after the meeting.

It was moved by Frank Zulski, seconded by Robert Notestine, to deny the request for a variance by Mary Carolan for a commercial driveway without concrete curbs and asphalt.

Ayes: Notestine, Williams, Zulski

Nays: None

Motion carried

NEW BUSINESS:

- a. Discussion occurred regarding blocking the “seasonal road” portion of Ball Hill during the winter months. Zulski gave details of the request by Friendship Township at their annual township meeting. It was moved by Wade Williams to block the seasonal portion of Ball Hill Road during the winter months, seconded by Robert Notestine.

Ayes: Notestine, Williams, Zulski

Nays: None

Motion carried

- b. It was moved by Robert Notestine, seconded by Wade Williams, to accept the Crack Seal Bid from Simeron, Inc. for MDOT's North Region for 2021.

Ayes: Notestine, Williams, Zulski

Nays: None

Motion carried

CORRESPONDENCE: None

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

- February 9-10, Engineer's Workshop with Beckman, via Zoom
- February 11, MDOT Meeting via Zoom – Update on Intelligence Transportation System
- February 16 - Presentation to Shore Drive Study Club on the different types of road jurisdictions
- Bids are due and public hearings will be held at next meeting on the following projects:
 - Crump Road
 - Wilderness Park Drive-Federal Aid Buyout
 - Rustic Road
 - Eppler Road
- Annual road materials bids are due at the next meeting as well as truck bids
- MCRC SIP Board Meeting February 17, 2021, in Lansing

SUPERVISOR'S REPORT: Beckman reported working on road project estimates and designs.

PERMIT/CAD TECHNICIAN'S REPORT: Godzik reported working on winter projects and continuing letters for Wilderness Park Drive.

EQUIPMENT SUPERINTENDENT'S REPORT: Genson reported they are beginning to bring equipment in for Spring.

ROAD FOREMAN'S REPORT: Gray reported working on trees and snow removal. Zmiky reported they are done working on trees on Wilderness Park Drive until Great Lakes Energy is available to work with them so they are working on trees near Straits View Drive.

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

- Cash Summary Report for January 31, 2021
- MTF Report for December to be received in February
- Statement of Revenue and Expenditures for December 31, 2020
- Trial Balance Report for December 31, 2020

Zulski discussed increasing the amount in the Buildings and Land Savings account each month to prepare for replacing the roof. Kleeman will increase the monthly amount deposited into this account. Notestine and Williams concurred this is a good idea.

COMMISSIONERS' REPORT: Commissioner Notestine brought up the Governor's recent suggestion of allowing a local gas tax approved through the county board. Zulski reminded people that the current county millage, when originated, was for local roads with the plan to use it on primary roads when the local roads were caught up. Zulski feels we have the option to fund the roads with what is in place now and does not support the Governor's proposal. Gutowski does not believe this will be passed and would make it difficult for smaller counties to raise the needed level of funding.

Commissioner Zulski asked if the CRA Annual Highway Conference is still being planned for March and Gutowski responded the CRA Board will be making the decision in the next two weeks as the Governor's current restrictions would not allow for the number of people that attend. Zulski also asked about the status of equipment loan and equipment purchases. Genson responded the large mini excavator will be here next week with the smaller excavator, skidsteer and two trailers estimated to be here in April; brooms have also been purchased. Bids are due at next meeting for two trucks. Zulski asked for a status on the paver and Genson responded they looked at one yesterday and are waiting on some answers to detailed questions expected early next week; the price will be between \$20,000 to \$25,000. Zulski also asked if Gutowski talked with the attorney on the buildings on Wilderness Park Drive that will need to be moved. Gutowski stated that Attorney Henn asked us to notify the property owners of the encroachment and give them time to resolve the issue as the road is designed.

PUBLIC COMMENT: None

Commissioner Zulski adjourned the meeting at 8:40 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board

2-19-21

Date