

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, June 10, 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 Shawn Beckman – Project Supervisor
Robert Genson – Equipment Superintendent Ed Zmikly – North Road Foreman
John Gray – South Road Foreman

Guests Present:

Bill Dohm – Little Traverse Twp. Supervisor Toni Drier – Emmet County Commissioner
Dennis Keiser – Bear Creek Twp. Supervisor Gordon & Edith Kruskie – Readmond Twp.

Guests Present via Zoom:

David White – Emmet County Commissioner Thomas Miller – Trailsend Bay Property Assoc.
Paul Schemanski – Resort Twp. Trustee Stephen Keller – Cross Village Twp. Supervisor
Roger Moore – Wawatam Twp. Supervisor Michael Reaves – Emmet Co. Administrator

MINUTES: It was moved by Williams, seconded by Hoffman, to approve the regular session minutes of May 27, 2021.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

ACCOUNTS PAYABLE:

Voucher No. 2123 for Accounts Payable checks 48097 through 48158, in the amount of \$298,197.50 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. 2124 for Payroll No. 12, checks 56680 through 56707 and direct deposit, in the amount of \$102,870.95, was presented for approval. It was moved by Williams, seconded by Hoffman, to approve payroll for payment of the same.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

UNFINISHED BUSINESS:

- a. It was moved by Zulski, seconded by Williams, to appoint Commissioner Hoffman to the DPW Board.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

PUBLIC COMMENT: None

APPOINTMENTS: None

NEW BUSINESS: None

CORRESPONDENCE:

- a. Notice of CRASIF Board of Trustee Call for Candidates. Kleeman gave an update on her appointment to the CRASIF Board which will be until the annual election in September.

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

- Asset Management Plan is in process and a draft copy will be available soon.
- Enbridge will begin moving in big equipment and crews without paving the road. Godzik will check into this.

SUPERVISOR'S REPORT: Beckman gave an update on the following:

- Wilderness Park Drive, Cecil Bay to Second Beach, Cold-in-Place Recycling project is done but it is not ready to be paved yet.
- Sign grant in process for primary road stop and curve signs.
- Eppler Road project has started on the south end, north-bound lane.
- Crump Road project is in process, but having drainage issues that need to be addressed before paving.
- Pleasantview Township ultra-thins will be placed today.
- East Stutsmanville Road is scheduled for paving on Friday of next week.

- Banwell Road bridge is mostly complete except for the deck with no updates on estimated delivery date of the deck. Dust control will be addressed in Cheboygan County.
- Bear Creek ultra-thins are complete, shouldering and pavement markings are done.
- Friendship Township - Troup and Terpening overlays are done.
- Mindel Road project will start next week.
- County Wide pavement marking project has started.

PERMIT/CAD TECHNICIAN'S REPORT: Godzik has been working on the following:

- Wilderness Park regarding driveway and curb upgrades.
- Proposed campground on Evergreen Lane and Edwards Road in Pleasantview Township.
- A logger has moved into Maxwell Road and will require more gravel as well as an extra access to lessen the angle, as we are receiving complaints.
- Zulski asked about the Robinson Road gravel pit owned by Spierling Trucking that needs to be paved as there has been an impact to the shoulders. Godzik will follow up.

EQUIPMENT SUPERINTENDENT'S REPORT: Genson stated the mini excavator has been shipped and should be here next week. Flat rack truck should be here July 1st with an increased price due to lack of available units.

ROAD FOREMAN'S REPORT: Gray reported changing a lot of culverts and the new equipment has been working great. Seasonal roads have been getting maintained and first round of dust control is done. Zmikly reported prepping for first round of dust control scheduled for 6/21/21. Mowing will begin soon and the crew is working on I75 shouldering ahead of MDOT's project as well as patrolling and patching cement joints that are heaving and deteriorating due to the heat. Joint replacement will begin next week.

FINANCE DIRECTOR'S REPORT: Kleeman reported on the following:

- April Financial report along with supporting trial balance was distributed
- Budget revision has been in process the past week
- Physical office and staffing changes have occurred due to Ron Swiss's retirement

COMMISSIONERS' REPORT: Commissioner Hoffman inquired about Country Club Road and a hole for a culvert near a drain that needs a grate placed over it. There is a golf course crossing near this that could present a safety issue. Gutowski responded it is a low-speed road and if it is under two feet a grate is not required. Beckman responded he has been contacted by the golf course on this issue but has had limited time to work on it and will be working with the contractor.

PUBLIC COMMENT:

- a. Toni Drier, Emmet County Commissioner – has heard from five townships during the past month and they are looking for mowing, intersection cutbacks regarding brush, dust control, and road improvements. Genson responded north end brush mower has

been at the dealership for repair for one year and he is trying to rent another mower. Gutowski agreed mowing needs to be done and Beckman has also been receiving messages. Genson explained in detail the issues affecting the long delay in repairs. Drier also stated this in an educational moment for Gutowski to do a newsletter to township supervisors and explain what is happening so they have information instead of believing they aren't getting service from the road commission; he stated he is working on this. Drier also stated she is hearing concerns about the new dust control company.

- b. Bill Dohm, Little Traverse Township Supervisor – asked if Gutowski has made progress on no passing zone signs to be installed on Pleasantview Road at Hathaway.
- c. Gordon Kruskie, Readmond Township – expressed thanks for the excellent response to his request to revisit a project on Lamkin Road and Lamkin Drive. He would like Gutowski to attend the next meeting, July 7 at 7:00 p.m. to explain the project.

Commissioner Zulski recessed the meeting at 8:31 a.m.

Commissioner Zulski resumed the meeting at 8:38 for the purposes of a work meeting with staff.

Gutowski gave an excellent presentation which detailed the following:

- History of road commissions and applicable laws
- Act 51 and Michigan Transportation Funding
- Road classifications: federal aid, local road funding, primary and local road millage and revenue per mile
- Asset Management – how roads are selected for improvements
- PASER System for road rating and history of ratings since 2005
- Current cost to improve primary road system - \$29 million
- MTF Revenue history since 2003 and shortage as compared to inflation rate – \$13.2 million
- Act 51 transfers from primary road fund to local road fund - \$10.7 million
- Township road millage contributions from 2005 through 2020 - \$42 million
- Bureau of Indian Affairs funding of large road projects
- Asset Management goal is to improve 15% of paved system each year

Kleeman gave an update on:

- MTF calculation – how our monthly payment from the state originates.
- 2021 Budget revision option which includes updated information on projects
- MERS Annual Actuarial Valuation Report for 12/31/2020
- Equipment and Buildings/Land Savings Account Balances

Genson gave an update on planned equipment purchases. It has been an extremely difficult year as parts and equipment are not available.

Gutowski have a detailed update on all road and bridge project statuses for 2021.

Zmikly and Gray gave an MDOT road maintenance update detailing their planned activities for the remainder of the year as well as informing the Board on their normal responsibilities and excellent working relationship with Rob Hall, MDOT's North Region Maintenance Coordinator.

Current Open Meeting Act changes were discussed regarding requirements for board attendance electronically based upon a presentation by attorney Wendy Hardt.

Succession planning for the engineer-manager was discussed. The last board meeting in August will have an agenda item pertaining to this topic at the request of the Chairman. The new engineer-manager should potentially begin no later than June 1, 2022, but if the budget allows, March 1, 2022, would be preferable.

Public comment time limit and submission of documents for presentation by meeting attendees during the public comment portion of the meeting was discussed. Emmet County's policies will be reviewed for possible policy implementation.

Commissioner Zulski adjourned the meeting at 10:25 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board



Date