

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 on March 22, 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 Foremen, James Godzik - Permit/CADD Technician, Shawn Beckman - Project Manager, and Lisa Kleeman - Finance Director/Clerk of the Board

Guests Present:

Jim Kargol, Toni Drier - Emmet County Commissioners      John Baker – West Traverse Township  
Gordon & Edith Kruskie – Readmond Township              Alice Conrad – Springvale Township  
Phil Wolf – Anderson-Tackman & Company, PLC              Mary Zulski

MINUTES: It was moved by Larry Williams, seconded by Robert Notestine, to approve the regular meeting minutes of March 8, 2019.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

ACCOUNTS PAYABLE: The List of Accounts Payable, Voucher No. 1911, checks numbering 45384 through 45436, in the amount of \$233,606.77, was presented for approval. It was moved by Robert Notestine, seconded by Larry Williams, to approve accounts payable for payment of the same.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

PAYROLL: Voucher No. 1912 for Payroll No. 6, checks numbering 54338 through 54393, for regular payroll in the amount of \$109,086.46, was presented for approval. It was moved by Larry Williams, seconded by Robert Notestine, to approve payroll for payment of the same.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

UNFINISHED BUSINESS:

- a. Upon recommendation from Little Traverse Township, it was moved by Larry Williams, seconded by Frank Zulski, to award Rieth-Riley the Warren Street Ultra-thin Project and Waldenwood Road/Forest Ridge Asphalt Overlay Project.
- b. It was moved by Frank Zulski, seconded by Larry Williams, to sign the contract with Little Traverse Township for the Warren Street Ultra-thin Project and Waldenwood Road/Forest Ridge Asphalt Overlay Project.
- c. Discussed signing the contract with Rieth-Riley for the Warren Street Ultra-thin Project and Waldenwood Road/Forest Ridge Asphalt Overlay Project but was postponed until the next meeting as the contractor hasn't signed the contracts yet.

PUBLIC COMMENT: None

APPOINTMENTS:

- a. 8:10 A.M.: Phillip Wolf, CPA, of Anderson, Tackman & Company, PLC, presented the 2018 Annual Audit Report. He discussed responsibilities and scope in performing the audit and then reviewed the report by section; highlighting the purpose and noteworthy information. He also distributed a graphic presentation of the financial statements comparing the last three years as well as a peer group contrast. Mr. Wolf explained in detail Net Pension Liability and factors that affect this as well as the state requirement of pension funding level of 60% or an additional reporting requirement. Overall, the agency improved its Net Position in the amount of \$4,210,647 to \$43,888,470. Revenue exceeded expenses in the amount of \$97,485 to increase fund balance to \$1,817,746 and MERS funding is currently 65%. It was moved by Larry Williams, seconded by Frank Zulski, to accept the 2018 Audit Report by Anderson, Tackman & Company, PLC.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

NEW BUSINESS:

- a. It was moved by Larry Williams, seconded by Robert Notestine, to sign the contract with Krenn Timber Bridge, Inc. for the Gill Road over Carp River Timber Bridge Material Supply.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

- b. It was moved by Larry Williams, seconded by Robert Notestine, to accept the crack sealing bids and award the bid to Applied Pavement Markings in the amount of \$2,030.00 per mile.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

- c. It was moved by Robert Notestine, seconded by Larry Williams, to accept the bids for gravel crushing in the Sheaffer Pit and award the bid to Rieth-Riley Construction, Inc. in the amount of \$5.10 per ton.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

- d. It was moved by Frank Zulski, seconded by Larry Williams, to accept the bids for gravel crushing in the Morrow Pit and award the bid to Rieth-Riley Construction, Inc. in the amount of \$4.65 per ton.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

- e. Bids for an Ultra-thin on Five Mile Creek were reviewed. It was moved by Frank Zulski, seconded by Larry Williams, to award the bid to Rieth-Riley Construction Co., Inc. in the amount of \$40,694.80.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

- f. It was moved by Larry Williams, seconded by Frank Zulski, to sign the contract with West Traverse Township for the Five Mile Creek Road Ultra-thin Asphalt Project.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

- g. Shawn Beckman presented additions and deletions for the 2018 Act 51 Certification Maps. It was moved by Robert Notestine, seconded by Larry Williams, to sign the 2018 Road Certification Maps.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

It was moved by Robert Notestine, seconded by Larry Williams, to sign the contracts with Spierling Trucking for the following:

- h. Conway Facility Ice Control Sand Supply
- i. Zaiger Road/Kegomic Drive Reconstruction Project
- j. Gill Road Asphalt Paving Project
- k. Marion Drive Reconstruction Project
- l. Emmet Heights Road Reconstruction Project

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

- m. It was moved by Larry Williams, seconded by Robert Notestine, to sign the contract with Carp Lake Township for the sealcoat of two miles of roads.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

- n. It was moved by Larry Williams, seconded by Robert Notestine, to sign the contract with Harbor Springs Excavating for the Levering Facility Ice Control Sand Supply.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

- o. It was moved by Robert Notestine, seconded by Larry Williams, to sign the contract with Michigan Pavement & Materials for the Sealcoat Asphalt Emulsion Supply.

Ayes: Williams, Notestine, Zulski

Nays: None

Motion carried

CORRESPONDENCE: None

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

- County Road Association Impress Award was received for collaboration with the Conservation Resource Alliance and local tribes. Commissioner Zulski offered thanks to outside entities and the group effort of employees to produce the award.
- MDOT's five-year road project plan was distributed
- Small Cells in the Right Of Way updated policy has been received and we will need to update our policy which was adopted last year
- Meeting today with Antrim and Kalkaska County Road Commissions regarding the exchange of State D funds with Kalkaska CRC. MDOT gave prior approval for the exchange but later found an error and this has caused our project, Wilderness Park Drive, to be placed on hold. Antrim CRC has State D funds to lend us but while this process is worked out our project has been delayed for 2 months.
- March 26, Manager's Meeting, to discuss logging permits and federal aid exchange. Road Commission of Oakland County will buy our Federal Aid for 2020, 2021, and 2022 for \$.80 on the \$1.00. Many state regulations will no longer apply when this occurs since no federal aid will be used as Oakland will be buying it with MTF funding. Beckman offered comments on reduced engineering fees that make this a sensible venture.
- March 27, MDOT meeting with Rob Hall, Transportation Maintenance Coordinator, regarding special projects such as US 31 wedging from Alanson to Conway
- April 1, Federal Aid Training, Gaylord, for urban federal aid projects
- Next meeting - Bids for Oden Island Asphalt Overlay Project in Littlefield Township, Bear Creek Township nine segments of Ultra-thin, and Greenwood Road in Springvale Township will be reviewed

SUPERVISOR'S REPORT: Beckman reported on finishing Certification Maps and preparing to work on Bear Creek projects. He will start working on an Atkins Road Project from the Economic Develop Fund, an MDOT pilot program.

PERMIT/CAD REPORT: Godzik reported weight restrictions are in full force and asked the audience to inform him if they see any activity that needs to be checked out in order to keep the roads from being damaged.

EQUIPMENT SUPERINTENDENT'S REPORT: None

COMMISSIONERS' REPORT: Commissioner Notestine thanked the crew for proactively opening the ditches to reduce flooding. Commissioners Zulski stated the Commissioner's Conference was very worthwhile and he gave a detailed report on the purpose of chip sealing for some of our townships, attending a meeting from a remote location to satisfy a quorum and participate in a roll call vote as long as certain parameters are met, conducting emergency meetings with less than an 18 hour notice, developing a three-year plan, annual evaluation of manager and board to improve goal and succession planning, promoting a positive brand within the community, keeping our facilities modern, safety awareness for public drivers and children, and agency cell phone privacy. Zulski also expressed thanks to the community and townships for working with the road commission and the positive relationship.

ROAD FOREMAN'S REPORT: Gray reported on tree cutting projects and night men are done Saturday night.

FINANCE DIRECTOR REPORT: Kleeman reported on attending the CRA Highway Conference and topics that are opportunities for improvement at Emmet CRC. Developing a comprehensive strategic plan for the agency by pulling together several plans and processes already implemented by individual areas throughout the agency is a priority moving forward.

PUBLIC COMMENT:

- a. Toni Drier, Emmet County Commissioner, complimented the Board and staff for forward thinking and getting information out to the public. She also asked Brian to do an email to John Calabrese and Tammy Doernenburg about the MDOT delay on Wilderness Park drive. Agnes Shaw is the contact person at the Emmet County Fair regarding having trucks available for public safety education. Career Day is coming soon if the road commission is to be present for promoting and recruiting future drivers.
- b. Alice Conrad, Springvale Township, commented on the Board talking to the public in addition to addressing each other. Commissioner Zulski stated the microphone system can be used to be sure the public can better hear the Board conducting business.

With no further business, Commissioner Zulski adjourned the meeting at 9:16 a.m.

  
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Lisa Kleeman, Finance Director-Clerk of the Board

4-5-19  
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Date