

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, January 17, 2025. Board Clerk Lisa Kleeman 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 James Kargol – Member

Staff Present:

Brent Shank – Engineer/Manager	John Gray – South Road Foreman
Lisa Kleeman – Finance Director/Board Clerk	Ed Zmikly – North Road Foreman
Travis Horrocks – Engineer Technician	Tony Shaler – Shop Foreman
Chelsea Ellis – Administrative Assistant	

Guests Present:

Gordon & Edith Kruskie	Dennis Keiser – Bear Creek Twp. Supervisor
Garrett Muir – Bear Creek Twp. Deputy Sup.	Don Mapes – Emmet County Commissioner
Mary Zulski	James Dawley – Habitat for Humanity

Guests and Staff Present via Zoom:

David White – Emmet County Commissioner	David Boyer – Emmet County Administrator
Al Welsheimer – Resort Twp. Trustee	

ELECTION OF OFFICERS:

Lisa Kleeman, Board Clerk, called for nominations for Board Chairman. It was moved by Kargol, seconded by Williams, to appoint Frank Zulski as Board Chairman.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

Frank Zulski, Board Chairman, called for nominations for Board Vice Chairman. It was moved by Kargol, seconded by Zulski, to appoint Wade Williams as Board Vice Chairman.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

AGENDA:

It was moved by Zulski, seconded by Williams, to approve the agenda as presented with the addition of the CRA Board of Directors ballot as item 11 f.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

MINUTES:

It was moved by Zulski, seconded by Williams, to approve the minutes of December 20, 2024.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

ACCOUNTS PAYABLE:

It was moved by Williams, seconded by Zulski, to approve accounts payable Voucher 2464 for checks 59573 through 59593 in the amount of \$44,775.91 and Voucher 2502 for checks 59612 through 59644 and electronic funds transfer payments in the amount of \$411,046.06.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

PAYROLL:

It was moved by Williams, seconded by Kargol, to approve payroll for Voucher 2501 for checks 59594 through 59611 and electronic deposits in the amount of \$134,993.33 and Voucher 2503 for checks 59645 through 59659 and electronic deposits in the amount of \$117,618.89.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

PUBLIC COMMENT: None

APPOINTMENTS:

- a. 8:05 a.m. —James Dawley, Director of Construction for Habitat for Humanity, requested a variance for McCarty Ct. in Meadowlands Subdivision. In order for the possible future adoption of the road by the Road Commission, he is requesting a variance from the required grade of 8% to 7%. Shank discussed the request and recommends the Board grant the variance.

It was moved by Zulski, seconded by Williams, to grant the variance for 200 feet in the Meadowlands Subdivision.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- b. Public Hearing 8:15 a.m. - It was moved by Zulski, seconded by Williams, to begin the public hearing for discussion of four proposed projects: Robinson Road, Old US-31 Highway, Greenwood Road, and Haas Road.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- i. Robinson Road from 3500' east of North Larks Lake Road then west to 3300' East of North Pleasantview Road for 2.46 miles. The public hearing was advertised in the Petoskey News Review. Proposed improvements include culverts, guardrail, trenching, HMA base crushing & shaping, aggregate base, concrete curbing, HMA paving, gravel shoulders, slope restoration, and pavement markings. No written comments were received prior to the public hearing and there were three calls for comment.
- ii. Old US-31 Highway from Horton Bay Road to Camp Dagget Road for .89 miles. The public hearing was advertised in the Petoskey News Review. Proposed improvements include culverts, ditch cleanout, aggregate base, HMA paving, gravel shoulders, slope restoration, and pavement markings. No written comments were received prior to the public hearing and there were three calls for comment.
- iii. Greenwood Road from McDougal Road to 200' east of Cedar Valley Road for 1.03 miles. The public hearing was advertised in the Petoskey News Review. Proposed improvements include culverts, drainage improvements, aggregate base, machine grading, concrete curbing, cold milling, HMA overlay, gravel shoulders, pavement markings, and slope restoration. No written comments were received prior to the public hearing and there were three calls for comment. Dennis Keiser, Bear Creek Township Supervisor, discussed the history of trying to get improvements on this and Haas Road completed for several years, and expressed appreciation in working with Shank and Horrocks on this.
- iv. Haas Road from Greenwood Road then to the south end for .29 miles. The public hearing was advertised in the Petoskey News Review. Proposed improvements include culverts, drainage improvements, excavation, aggregate base, HMA paving, gravel shoulders, pavement markings, and slope restoration. No written comments were received prior to the public hearing and there were three calls for comment.

It was moved by Zulski, seconded by Williams, to end the public hearing.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

UNFINISHED BUSINESS: None

NEW BUSINESS:

- a. It was moved by Zulski, seconded by Kargol, to approve the 2024 Act 51 Mileage Certification Maps and authorize a resolution for the Engineer-Manager to electronically sign them.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- b. It was moved by Williams, seconded by Kargol, to approve the Bear Creek Township paving projects of Greenwood Road and Haas Road, and award the bid to E. F. Wilkinson & Sons, Inc., in the amount of \$645,403.05.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- c. It was moved by Williams, seconded by Kargol, to approve the Resort Township paving projects of Intertown Road and Old US-Highway 31, and award the bid to Payne and Dolan, Inc., in the amount of \$535,865.75.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- d. It was moved by Zulski, seconded by Williams, to approve the MDOT US-31 Crooked Lake Outlet project and award the bid to Rieth-Riley Construction Co., Inc., in the amount of \$161,395.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- e. It was moved by Zulski, seconded by Williams, based upon recommendation from MCRC SIP, to adopt policy 200-005 HIPAA Privacy and rescind policy 2006-024.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

It was moved by Williams, seconded by Kargol, based upon recommendation from MCRC SIP, to adopt policy 200-006 Medical Information Confidentiality.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

It was moved by Zulski, seconded by Williams, based upon recommendation from MCRCSIP, to adopt policy 200-007 HIPAA Security for Employee Health Plan and rescind policy 2006-028.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- f. It was moved by Zulski, seconded by Williams, authorizing the Engineer-Manager to submit the ballots for the CRA Board of Directors for one 3-year term and one 4-year term based upon his recommendation for the best interest of the road commission.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

CORRESPONDENCE:

- a. Straits Area District Meeting will be Tuesday, February 4, 2025, at Audie's Restaurant, in Mackinaw City, at 9:00 a.m. Shank, Kleeman, and Kargol plan to attend.

ENGINEER-MANAGER REPORT: Shank discussed the following:

- Springvale Township approved a large project on Maxwell Road, approximately \$477,000. This will connect from where the federal aid project ended and go to Greenwood Road.
- Current year's bridge inspection included a recommendation for the pedestrian bridge over Bridge Street; make Bridge Street a one-way road from M119 to Beach Road.

It was moved by Zulski, seconded by Kargol, to make Bridge Street from M119 to Beach Road one-way.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- House Bill 6058, updating Public Act 152 for employee health care benefits, passed both the House and the Senate but has not been presented to the Governor.
- ESTA will become effective February 21, 2025, this is sick time for all employees along with other variables. There is current legislation proposed that may change this.
- Thanked the townships for getting project information to him early so the majority of this year's summer projects are already out for bids.

ENGINEER-TECHNICIAN REPORT: Horrocks discussed the status of upcoming projects for 2025:

- E. Mitchell Road concrete culvert failure near Meadow Lane
- Maxwell Road culvert lining on the township portion
- N. Ellsworth Road and Artesian Road paving projects
- Maxwell Road and Brutus Road federal aid projects
- Middle Village Road gravel project
- George Road reconstruction project in Bear Creek Township
- Littlefield Township has two ultra-thin projects
- March surplus equipment auction
- HMA sample certification course completed

PERMIT/CAD TECHNICIAN REPORT: None

EQUIPMENT SUPERINTENDENT REPORT: Shaler stated some of the new trucks have brought a learning curve for the mechanics but they are getting them figured out. The first of the new trucks will be brought to Truck & Trailer for upfitting by the end of the month, and two new companies have been found that may possibly be able to build the rims for the pavers.

ROAD FOREMEN REPORTS: Gray stated they have been plowing snow and doing tree work when not plowing. Zmikly stated they have primarily been doing snow removal and they have also been doing tree work on State Road.

FINANCE DIRECTOR REPORT: Kleeman briefly discussed the November Revenue and Expenditure Report as well as the November Michigan Transportation Funds received in January. She also stated the next meeting is February 21, 2025.

COMMISSIONER REPORTS:

- a. Kargol stated he is looking forward to serving on the Board.
- b. Williams - None
- c. Zulski - None


PUBLIC COMMENT:

- a. Dennis Keiser, Bear Creek Township Supervisor – Asked for an update on when the Click Road Bridge repair will occur. Shank stated it all depends on the water level, which is currently too high, but all the items needed to repair the bridge are onsite. Keiser also inquired about the Mitchell Road culvert repair process and Horrocks answered his questions.

Commissioner Zulski adjourned the meeting at 8:44 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board



Date