

**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, April 12, 2024. Chairman Frank Zulski called the meeting to order at 8:00 a.m. and led the pledge of allegiance.

Commissioners Present:

Frank Zulski – Chairman

Wade Williams - Member

Commissioners Present via Zoom (Non-quorum and Non-voting):

Mark Hoffman – Vice Chairman, attending from Bradenton, Florida

Staff Present:

Brent Shank – Engineer/Manager

James Godzik – Permit/CADD Technician

Travis Horrocks – Engineer Technician

Bob Genson – Equipment Superintendent

Ed Zmikly – North Road Foreman

John Gray – South Road Foreman

Lisa Kleeman – Finance Director/Board Clerk

Guests Present:

Bill Dohm – Little Traverse Twp. Supervisor

Don Mapes – Emmet County Commissioner

Dennis Keiser – Bear Creek Twp. Supervisor

Gordon & Edith Kruskie

Garrett Muir – Bear Creek Twp. Deputy Sup.

Joel Ross – Doyle Inc.

Scott Redman – Resort Township Resident

Guests Present via Zoom:

David Boyer – Emmet County Administrator

David White – Emmet County Commissioner

Kirk Steudle

Mario Cabanting

Todd Wyatt

Staff Present via Zoom:

Chevie Hoeksema – Accounting Clerk

Chelsea Ellis – Administrative Assistant

AGENDA: Approved as presented.

MINUTES:

It was moved by Zulski, seconded by Williams, to approve the regular session minutes of February 9, 2024.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

ACCOUNTS PAYABLE:

It was moved by Zulski, seconded by Williams, to approve accounts payable vouchers for electronic funds transfer payments and checks as listed below:

Voucher 2410 in the amount of \$131,374.86 for checks 51361 through 51410
Voucher 2412 in the amount of \$ 8,421.22 for checks 51411 through 51412
Voucher 2413 in the amount of \$344,217.24 for checks 51413 through 51455
Voucher 2415 in the amount of \$137,547.44 for checks 51456 through 51495
Voucher 2417 in the amount of \$357,275.82 for checks 51496 through 51531

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

PAYROLL:

It was moved by Williams, seconded by Zulski, to approve payroll and electronic deposits as listed below:

Voucher 2409 in the amount of \$107,076.89 for checks 58418 through 58433
Voucher 2411 in the amount of \$123,670.27 for checks 58434 through 58451
Voucher 2414 in the amount of \$116,302.05 for checks 58452 through 58467
Voucher 2416 in the amount of \$111,575.19 for checks 58468 through 58483
Voucher 2418 in the amount of \$105,889.15 for checks 58485 through 58501

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

PUBLIC COMMENT:

- a. Scott Redmond – Resident on Resort Pike Road brought multiple issues for future consideration for paving, guardrail installation, and bike shoulders.

APPOINTMENTS: None

UNFINISHED BUSINESS:

- a. Anderson Road Driveway – Request for a right-turn in and right-turn out only driveway configuration for site development. It was moved by Zulski, seconded by Williams, to proceed with right-turn in and right-turn out only at the Anderson Road site, proceed with changing policy to include this, and incorporate Shank's proposed changes to improve safety.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

NEW BUSINESS:

- a. It was moved by Zulski, seconded by Williams, to adopt the updated Title VI Non-Discrimination Plan dated April 12, 2024.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- b. It was moved by Zulski, seconded by Williams, to approve the project and authorize signing of the agreement with Little Traverse Bay Bands of Odawa Indians for the Robinson Road Reconstruction Project.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- c. It was moved by Williams, seconded by Zulski, to approve the project and authorize signing of the contract with Little Traverse Township for wedging on Beach Road.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- d. It was moved by Williams, seconded by Zulski, to approve the transfer from the Primary Road Fund to the Local Road Fund on the 2023 Act 51 report for \$1,440,485.47.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- e. It was moved by Zulski, seconded by Williams, to approve signing the 2023 Act 51 Attest.

Ayes: Williams, Zulski
Nays: None
Non-Voting: Hoffman
Motion carried

- f. It was moved by Williams, seconded by Zulski, to approve the project and award the bid for the paving project on Wressel Road in Friendship Township to Rieth-Riley Construction Co., Inc., in the amount of \$105,869.75. Zulski requested, for the record, the expected longevity of this treatment is in question due to the base, but the project is being completed at the township's request.

Ayes: Williams, Zulski
Nays: None
Non-Voting: Hoffman
Motion carried

- g. It was moved by Zulski, seconded by Williams, to approve the project and award the bid for the gravel project on Lamkin Drive in Readmond Township to Spierling Trucking and Excavating, in the amount of \$43,718.

Ayes: Williams, Zulski
Nays: None
Non-Voting: Hoffman
Motion carried

- h. It was moved by Williams, seconded by Zulski, to approve the project and award the bid for the paving project on Maplewood Road in Bear Creek Township to Payne and Dolan, Inc., in the amount of \$172,848.90.

Ayes: Williams, Zulski
Nays: None
Non-Voting: Hoffman
Motion carried

- i. It was moved by Williams, seconded by Zulski, to approve the 2024 County Wide Chip Seal Project and award the bid to Fahrner Asphalt Sealers, LLC., in the amount of \$262,619.40.

Ayes: Williams, Zulski
Nays: None
Non-Voting: Hoffman
Motion carried

- j. It was moved by Zulski, seconded by Williams, to award the bid for the M119 Guardrail Replacement at a tributary of Five Mile Creek to Action Traffic Maintenance, in the amount of \$28,928.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- k. It was moved by Zulski, seconded by Williams, to award the bid for the Conway facility roof replacement to Weathershield Roofing Systems, in the amount of \$319,561.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- l. It was moved by Zulski, seconded by Williams, to approve the purchase of two Bandit Wood Chippers in the amount of \$119,740.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- m. It was moved by Zulski, seconded by Williams, to approve the purchase of a Ram single cab $\frac{3}{4}$ ton pickup for Levering in the amount of \$51,053.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

CORRESPONDENCE: None

ENGINEER-MANAGER'S REPORT: Shank discussed the following:

- New truck driver is starting next week in Conway, a previous summer apprentice program graduate.
- No applications were received for the current job posting for a mechanic with a CDL A. Options to hire a mechanic with this requirement in the current environment were discussed.
- Additional truck driver position was requested to be filled now instead of October. It was moved by Zulski, seconded by Williams, to hire an additional truck driver.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- Speed limit HB 4012 that was recently signed into law will help give us more options for setting reasonable limits.
- Lake Shore Drive project will be in the June MDOT bid letting.
- Lake Shore Drive bridge project over Five Mile Creek will begin in mid to late June.
- Ten-hour work days are scheduled to begin April 29, 2024.

ENGINEER-TECHNICIAN'S REPORT: Horrocks gave the following update:

- Resort Township projects on Indian Garden and Stump Road will be the first projects.
- Lake Shore Drive reconstruction project from Cross Village to Sturgeon Bay Trail will not begin until mid-July.
- Lake Shore Drive Bridge is scheduled to be delivered mid-June which means the bridge project will be completed first with the road project to be completed later this summer.
- Robinson Road project will include road relocation on the curve in front of the prison camp; bids are due May 7.
- Centerline painting will include about 104 miles between mid-June to end of July.
- PASER ratings on gravel and paved local roads will begin shortly.
- PASER ratings on federal aid roads and MDOT routes are scheduled for April 29 and May 6.
- Approximately \$8.6 million in projects has been scheduled for this year.
- More equipment will be scheduled for auction this year.

PERMIT/CAD TECHNICIAN'S REPORT: Godzik reported the following:

- Brian Drayton and Art Beach did an excellent job during this weight restriction season.
- Cedar Valley Road driveway permit requested by Margie Kruzel and Allen Waterson for a home-based business included paved driveways; this permit has been approved.
- Straits View Drive driveway permit request was discussed including EGLE's involvement as the driveway is possibly in a wetland area. After detailed discussion on the process that has occurred, the matter has been turned over to our attorney.

EQUIPMENT SUPERINTENDENT'S REPORT: Genson stated we are in change over for Spring and may require some overtime due to being a mechanic down.

ROAD FOREMAN'S REPORT: Gray stated they have been busy with patching, grading, brush cutting, and addressing edge drops. They are wrapping up tree projects and ditching; specifically, the upcoming project on Moore Road, Powers Road corner for site distance, as well as several large trees removed on Hedrick Road. Zmikly stated the crew has been busy patching, grading, and tree/stump removal for upcoming road projects.

FINANCE DIRECTOR'S REPORT: Kleeman discussed the following:

- MTF for January and February.
- Annual financial audit went well this year and Anderson Tackman will be presenting April 26, 2024.
- 2023 Act 51 will be presented on April 26, 2024.
- Budget revision will be coming soon.
- Safety Summit was attended on behalf of CRASIF as a Board Trustee with over 100 people attending.
- Currently working with our bank and county treasurer's office to resolve a recent fraud situation and we are improving security in our IT system with multi factor authentication. Shank let the Board know that our email addresses have been removed from the website, except for one address, due to our system having been breached. We like transparency for the public, but due to the security breach, they have been removed.
- Office staff continue to make great progress improving procedures and increasing efficiency.

COMMISSIONERS' REPORT: Commissioner Zulski discussed his correspondence with the auditor and his expectations for the upcoming report. He also inquired about the MDOT budget due to the reduced winter expenses; Kleeman and Shank responded with plans for the remaining budget. Commissioner Zulski expressed his appreciation to Bill Dohm for his involvement in the millage process.

Commission Hoffman asked Kleeman about the fair for 2024 and she deferred to Shank to have a conversation with Hoffman on this topic.


PUBLIC COMMENT:

- a. Bill Dohm, Little Traverse Township Supervisor – Allocation Board met and approved the ballot language for a four-year renewal of the county millage used for roads to be on the August 6, 2024, ballot. He thanked Shank for providing information showing a \$54 million need to bring roads up to good rating. He also thanked Gray for taking care of trees on Hedrick Road before he had the chance to call. He also recommended project estimates be added to the bid tabulations as the townships need this information.

Commissioner Zulski adjourned the meeting at 9:27 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board



Date