

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 21, 2025. Vice Chairman Wade Williams called the meeting to order at 8:00 a.m. and led the pledge of allegiance.

Commissioners Present:

Wade Williams – Vice Chairman

James Kargol – Member

Commissioners Present via Zoom:

Frank Zulski – Chairman, Orange Beach, Alabama

Staff Present:

Brent Shank – Engineer/Manager

Lisa Kleeman – Finance Director/Board Clerk

Tony Shaler – Shop Foreman

Gail Scharffe – SAP Crew Leader

John Gray – South Road Foreman

Ed Zmikly – North Road Foreman

James Godzik – Permit/CADD Technician

Guests Present:

Gordon & Edith Kruskie

Bob Sandford

Garrett Muir – Bear Creek Twp. Deputy Sup.

John Swartout

Dennis Keiser – Bear Creek Twp. Supervisor

Bill Dohm – Little Traverse Twp. Supervisor

Don Mapes – Emmet Co. Commissioner

Guests and Staff Present via Zoom:

David Boyer – Emmet Co. Administrator

Chelsea Ellis – Administrative Assistant

Garrett Muir – Bear Creek Twp. Deputy Sup.

AGENDA:

The agenda was approved as presented.

MINUTES:

It was moved by Kargol, seconded by Williams, to approve the January 17, 2025.

Ayes: Kargol, Williams

Nays: None

Non-voting: Zulski

Motion carried

ACCOUNTS PAYABLE:

It was moved by Kargol, seconded by Williams, to approve accounts payable as follows:

- a. Voucher 2504 for checks 59660 through 59666 in the amount of \$511,702.17
- b. Voucher 2505 for checks 59667 through 59705 and electronic funds transfer payments in the amount of \$434,005.70
- c. Voucher 2507 for checks 59720 through 59771 and electronic funds transfer payments in the amount of \$293,162.11

Ayes: Kargol, Williams

Nays: None

Non-voting: Zulski

Motion carried

PAYROLL:

It was moved by Kargol, seconded by Williams, to approve payroll as follows:

- a. Voucher 2506 for checks 59706 through 59719 and electronic deposits in the amount of \$142,145.09
- b. Voucher 2508 for checks 59772 through 59788 and electronic deposits in the amount of \$157,148.95.

Ayes: Kargol, Williams

Nays: None

Non-voting: Zulski

Motion carried

PUBLIC COMMENT:

- a. Bob Sandford, Lakeview Cemetery in West Traverse Township – The cemetery has two entrances, one on Lightfoot Road and one on Cemetery Road. The cemetery board is considering constructing stone pillars at Cemetery Road to match the entrance of existing pillars at Lightfoot Road but the perimeter fence and pillars would be in the road right-of-way. He is requesting a variance in the set back requirement. Shank has reviewed this request, stated the pillars would be out of the clear zone, and recommends allowing the variance.

It was moved by Williams, seconded by Kargol, to approve the variance as requested.

Ayes: Kargol, Williams

Nays: None

Non-voting: Zulski

Motion carried

- b. Bob Swartout, Manvel Road – There is an aspen tree leaning over the road and needs to be removed.

APPOINTMENTS:

- a. Public Hearing 8:10 a.m. - It was moved by Kargol, seconded by Williams, to begin the public hearing for discussion of three proposed projects: Maxwell Road, N. Ellsworth Road and Artesian Road, and George Road.

Ayes: Kargol, Williams

Nays: None

Non-voting: Zulski

Motion carried

- i. Maxwell Road starting 8500' south of E. Mitchell Road then continuing to Greenwood Road for .88 miles. The public hearing was advertised in the Petoskey News Review. Proposed improvements include earth excavation, geotextile stabilization, subbase, culverts, aggregate base, HMA paving and overlay, 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. N. Ellsworth Road starting 36' north of Artesian Road then south 214' for .04 miles and Artesian Road starting 38' west of N. Ellsworth Road then south 230' for .04 miles. The public hearing was advertised in the Petoskey News Review. Proposed improvements include machine grading, HMA paving, gravel, slope restoration, and pavement markings. No written comments were received prior to the public hearing and there were three calls for comment.
- iii. George Road from Brubaker Road then to north to the end for .06 miles. The public hearing was advertised in the Petoskey News Review. Proposed improvements include tree removal, machine grading, HMA surfacing, aggregate base, gravel shoulders, and slope restoration. No written comments were received prior to the public hearing and there were three calls for comment.

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

Ayes: Kargol, Williams

Nays: None

Non-voting: Zulski

Motion carried

- b. Gail Scharffe, Summer Apprentice Program Crew Leader – Presented on the 2024 program discussing various projects and responsibilities accomplished from June through October. At the end of the summer, each participant in the program is eligible to attend truck driving school with the ultimate goal of obtaining their CDL and finding placement with a road agency.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- a. It was moved by Williams, seconded by Kargol, to accept the materials and services bids and award them in the best interest of the road commission, as follows:

- i. Bituminous Emulsion
- ii. Cold Patch
- iii. Dust Control
- iv. Hot Mix Asphalt
- v. Pavement Marking
- vi. Tree Service
- vii. Culvert Materials

Ayes: Kargol, Williams

Nays: None

Non-voting: Zulski

Motion carried

- b. It was moved by Williams, seconded by Kargol, to approve the West Traverse Township project on Catob Road, and award the bid to Rieth-Riley Construction Co., Inc.

Ayes: Kargol, Williams

Nays: None

Non-voting: Zulski

Motion carried

- c. It was moved by Williams, seconded by Kargol, to approve the Springvale Township project on Maxwell Road, and award the bid to E. F. Wilkinson & Sons, Inc.

Ayes: Kargol, Williams

Nays: None

Non-voting: Zulski

Motion carried

- d. It was moved by Williams, seconded by Kargol, to approve the Cure-in-Place Pipe Installation projects on Mitchell Road and Maxwell Road and award the bid to Elite Pipeline Services, Inc.

Ayes: Kargol, Williams

Nays: None

Non-voting: Zulski

Motion carried

- e. It was moved by Williams, seconded by Kargol, to approve the Springvale Township paving projects on N. Ellsworth Road and Artesian Road and award the bid to Tri-County Excavating Group, LLC.

Ayes: Kargol, Williams

Nays: None

Non-voting: Zulski

Motion carried

- f. It was moved by Williams, seconded by Kargol, to approve the Friendship Township project on Middle Village Drive and award the bid to E. F. Wilkinson & Sons, Inc.

Ayes: Kargol, Williams

Nays: None

Non-voting: Zulski

Motion carried

- g. It was moved by Williams, seconded by Kargol, to approve the Bear Creek Township project on George Road and award the bid to Tri-County Excavating Group, LLC., pending Bear Creek Township Board's approval.

Ayes: Kargol, Williams

Nays: None

Non-voting: Zulski

Motion carried

- h. It was moved by Williams, seconded by Kargol, to approve the Littlefield Township Ultrathin projects on Luce Street and Lakeview Road and award the bid to Rieth-Riley Construction Co., Inc.

Ayes: Kargol, Williams

Nays: None

Non-voting: Zulski

Motion carried

- i. It was moved by Williams, seconded by Kargol, to transfer \$478,871.69 from the Primary Road Fund to the Local Road Fund per the Act 51 Report for 12/31/24.

Ayes: Kargol, Williams

Nays: None

Non-voting: Zulski

Motion carried

- j. It was moved by Williams, seconded by Kargol, to authorize the Board Chairman and Engineer-Manager to sign the 2024 Act 51 Attest.

Ayes: Kargol, Williams

Nays: None

Non-voting: Zulski

Motion carried

- k. It was moved by Williams, seconded by Kargol, to approve an employee's leave of absence request.

Ayes: Kargol, Williams

Nays: None

Non-voting: Zulski

Motion carried

CORRESPONDENCE: None

ENGINEER-MANAGER REPORT: Shank discussed the following:

- Transportation Asset Management Plan was approved for three years, 2024-2026.
- Summer Apprentice Program application process is open and the program starts the beginning of June.
- Brutus Road, federal earmark project, and Maxwell Road, federal aid project, still need NEPA approval. It is unclear at this point whether construction will occur this year. They should get approved and be in the bid process next month.
- Pellston Airport requested a truck to plow snow as theirs is down needing repairs. We loaned them a truck so they could plow if another snow event occurs.
- Extended winter may require us to purchase some additional back up salt.

ENGINEER-TECHNICIAN REPORT: None

PERMIT/CAD TECHNICIAN REPORT: Godzik discussed the following:

- Habitat for Humanity Project in Alanson is still working on legal issues regarding their warranty deed. Phase 3 is still in design phase and Phase 2 will include a top course and restoration this spring. Shank discussed issues with a turnaround slope in Phase 3 that need to be addressed.
- General right-of way, driveway and transportation permits, and weight restriction questions are increasing.

EQUIPMENT SUPERINTENDENT REPORT: Shaler stated the following:

- Mechanics have been busy servicing the trucks.
- Mechanics are getting graders ready so banks can be taken down.
- First new truck upfitting is about 50% complete.
- New skidsteer has arrived and will be prepped for tree removal.

- Hoist bids are due at the next meeting and a few bidders have been onsite to review requirements.

ROAD FOREMEN REPORTS: Gray stated winter has been a grind, they have been plowing dealing with the snow and blowing. They are planning to open up and widen roads as soon as they get a break. Zmikly concurred.

FINANCE DIRECTOR REPORT: Kleeman briefly discussed the following:

- December Revenue and Expenditure Report
- December Michigan Transportation Funds received in February
- Annual financial audit was conducted this past week and Anderson Tackman will plan to present the audited financial report at the next meeting on Friday, March 21, 2025, at 8:00 a.m.
- Earned Sick Time Act became effective today. There is current legislation proposed that may change this, but we are ready to implement the law and it's various details.

COMMISSIONER REPORTS:

- a. Kargol – Inquired about the Marijuana tax funds received along with MTF. He offered thanks to the crew for the extra work they have been doing this winter and commented on the spring thaw.
- b. Williams - None
- c. Zulski – Commented on the burdensome requirements for ESTA.

PUBLIC COMMENT: None

Commissioner Williams adjourned the meeting at 8:50 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board

3-21-25

Date