

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 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:

James Godzik – Permit/CADD Technician

Travis Horrocks – Engineer Technician

John Gray – South Road Foreman

Bob Genson – Equipment Superintendent

Lisa Kleeman – Finance Director/Board Clerk

Guests Present:

Bill Dohm – Little Traverse Twp. Supervisor

Don Mapes – Emmet County Commissioner

Guests Present via Zoom:

David Boyer – Emmet County Administrator

David White – Emmet County Commissioner

Jim Zarembo

AGENDA:

It was moved by Zulski, seconded by Williams, to approve the agenda as presented.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

MINUTES:

It was moved by Zulski, seconded by Williams, to approve the regular session minutes of December 22, 2023.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

ACCOUNTS PAYABLE:

It was moved by Williams, seconded by Zulski, to approve accounts payable for payment of Voucher 2401 for electronic funds transfer payments and checks 51188 through 51232 in the amount of \$159,555.05.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

PAYROLL:

It was moved by Zulski, seconded by Williams, to approve payroll and electronic deposits for Voucher 2402 for checks 58366 through 58383 in the amount of \$106,519.46.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

PUBLIC COMMENT: None

APPOINTMENTS: None

UNFINISHED BUSINESS:

- a. Genson reviewed the tandem axle truck bids from December 20, 2023, and his recommendation is to award the bid to Stoops Western Star of Michigan. It was moved by Zulski, seconded by Williams, to approve the purchase of 6 trucks from Stoops Western Star of Michigan.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- b. The Manager Evaluation Tool was discussed. Zulski thanked Hoffman for his work on the tool and Hoffman will make some changes and have it ready for approval at the next meeting. This will be an annual evaluation.

NEW BUSINESS:

- a. 2024 Cash budget was discussed.
- b. It was moved by Zulski, seconded by Williams, to approve the project contract and a resolution authorizing Robert B. Shank, Engineer-Manager, and Lisa M. Kleeman,

Finance Director, to sign MDOT Contract 23-5529 for Job Number 214683CON, East Mitchell Street from Division Road to the city limits of Petoskey.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

CORRESPONDENCE: None

ENGINEER-MANAGER'S REPORT: None

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

- Project bids due on January 16, 2024:
 - Resort Township Paving Projects
 - Ellsworth Road
 - Roy Road Reconstruction
 - Lower Shore Drive Paving
 - McDougal Road Guardrail
- Project bids due February 5, 2024:
 - Moore Road Overlay between Valley Road and Powers Road
 - West Hathaway Road from Pleasantview Road to Hedrick Road
 - Cedar Valley Road Reconstruction
 - Lake Shore Drive Bridge Supply and Installation
 - Lower Shore Drive Box Culvert and Installation
- Just short of \$5 million in projects are currently out to bid.
- Safety grant project submission of about \$360,000 for guardrail at six locations throughout the county. This entails mostly non-compliant guardrail and includes Kolinski Road; in total 1.5 miles of guardrail.
- Bridges will be reviewed along with available funding for decking projects such as mill and fills.
- Waiting on township responses for chip sealing projects.

PERMIT/CAD TECHNICIAN'S REPORT: Godzik stated he has been taking care of road way and permit issues as they come in as well as working on a couple of CADD projects.

EQUIPMENT SUPERINTENDENT'S REPORT: Genson stated he is still working on getting the sign truck, or at least a timeline. One of the tandem axle trucks lost some injectors and they are getting the fleet ready for the weekend. Williams inquired on the brush cutter; Genson updated him on the status of working with the company, availability of parts, and productivity of staff when using this equipment. Zulski inquired if Genson is documenting the situation on the brush cutter for the next person that will be filling the position. Genson also stated the second new truck has been completed and should be delivered with two weeks.

ROAD FOREMAN’S REPORT: Gray stated they were able to wrap up some maintenance projects like berm removal and trees. He has reviewed assignments and is ready for the coming weather event. Zulski inquired if he has been receiving tree removal requests from the townships and Gray stated he has had a couple of requests.

FINANCE DIRECTOR’S REPORT: Kleeman briefly discussed the October and November Financial Reports.

COMMISSIONERS’ REPORT: Commissioner Zulski inquired on the projected time to complete the bridge on Lake Shore Drive over Wycamp Creek. Horrocks stated it will take 16-20 weeks to get the bridge built and delivered and the project is estimated to begin around August 1 and be completed by October 15. The road project on Lake Shore Drive should be completed by August 1 and the bridge will be constructed after the road project.

Commissioner Williams commented it was awesome how fast the McDougal Road bridge issue got taken care of from start to finish; this road sees a lot of traffic. Zulski mentioned the satisfying result of the road commission, county, and township all working together successfully on this issue.

PUBLIC COMMENT: None

Commissioner Zulski adjourned the meeting at 8:30 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board

1-26-24

Date