

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 26, 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 Mark Hoffman – Vice Chairman Wade Williams - Member

Staff Present:

Brent Shank – Engineer/Manager James Godzik – Permit/CADD Technician
Travis Horrocks – Engineer Technician Bob Genson – Equipment Superintendent
John Gray – South Road Foreman Lisa Kleeman – Finance Director/Board Clerk

Guests Present:

Bill Dohm – Little Traverse Twp. Supervisor Don Mapes – Emmet County Commissioner
Gordon & Edith Kruskie Garrett Muir – Bear Creek Twp. Deputy Sup.

Guests Present via Zoom:

David Boyer – Emmet County Administrator David White – Emmet County Commissioner
Jim Bartlett – West Traverse Twp. Supervisor

Staff Present via Zoom:

Chevie Hoeksema – Accounting Clerk Chelsea Ellis – Administrative Assistant

AGENDA:

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

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

MINUTES:

It was moved by Hoffman, seconded by Zulski, to approve the regular session minutes of April 12, 2024.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

ACCOUNTS PAYABLE:

It was moved by Zulski, seconded by Hoffman, to approve accounts payable Voucher 2419 for electronic funds transfer payments and checks 51562 through 51612 in the amount of \$816,136.61.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

PAYROLL:

It was moved by Hoffman, seconded by Williams, to approve payroll and electronic deposits on Voucher 2420 for checks 58502 through 58517 in the amount of \$100,995.97.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

PUBLIC COMMENT: None

APPOINTMENTS: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

- a. Ken Talsma and Ariana Wolf of Anderson, Tackman, & Company, PLC., presented the 2023 Financial Audit Report delivering an unmodified or clean opinion.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- b. It was moved by Hoffman, seconded by Williams, to approve the 2023 Annual Report as presented by Lisa Kleeman, Finance Director.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- c. It was moved by Zulski, seconded by Williams, to approve the 2023 Act 51 Report as presented.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

CORRESPONDENCE:

- a. Straits Area Council Meeting is scheduled for Tuesday, May 7, 2024, at 9:30 a.m., at Audie's Restaurant in Mackinaw City, Michigan. Zulski, Hoffman, Shank, and Kleeman will plan to attend.
- b. Karla Buckmaster sent an email regarding grant opportunities for guardrail. Shank has submitted a grant and is waiting for a response.

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

- Bid deadline for five rental pickups for the SAP program has been extended and is due next Thursday.
- Tip of the Mitt will be funding a grant for a culvert on Van Road east of US 31.
- Local road data collection is in process and TMAC will be providing reimbursement, primary road data collection will begin next week.

ENGINEER-TECHNICIAN'S REPORT: Horrocks gave an update on the projected 21 projects for 2024 with highlights as follows:

- Construction starts Monday in Resort Township on Indian Garden Road with a mill and fill with paving later in the week; Stump Road will be milled the following Monday with paving the next week.
- Earth work on Roy Road in Springvale Township will start Monday.
- Lower Shore Drive in West Traverse Township paving will begin mid-May.
- Aggregate processing in three pits will begin in the next 30-45 days.
- Lake Shore Drive Bridge is scheduled to be delivered mid-June to mid-July with the installation to begin immediately after arrival.
- Lake Shore Drive reconstruction project from Cross Village to Sturgeon Bay Trail is supposed to be in the June letting.
- 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 105 miles and happen between mid-June to end of July.
- Chip seal projects are at 6.06 miles currently; will begin in mid-August to September.
- PASER ratings on local roads are going well.

PERMIT/CAD TECHNICIAN'S REPORT: Godzik reported the Habitat for Humanity project in Littlefield Township is progressing with necessary requirements being reviewed with them and Spierling Excavating; gravel testing is in progress.

EQUIPMENT SUPERINTENDENT'S REPORT: Genson stated the following:

- Working on changing the fleet over for summer.
- Roof replacement pre-construction meeting is scheduled for next week with a starting time expected in the middle to end of May.
- Working with fleet companies to get pickup bids for the SAP program.
- There were a couple of issues with the three new trucks but are taken care of.
- New sign truck has arrived and is just about ready for use.

ROAD FOREMAN'S REPORT: Gray stated they have wrapped up a couple of good-sized tree projects, been ditching with the new wheeled excavator, finished using the brush cutter on gravel roads, and are working on routine maintenance.

FINANCE DIRECTOR'S REPORT: Kleeman discussed the following:

- January and February Financial Reports were briefly reviewed.
- My Works timekeeping system will be implemented soon.
- Budget revision will be coming soon.
- Next Board Meeting is Thursday, May 9, 2024.


COMMISSIONERS' REPORT: Commissioner Williams inquired about applications for the Non-CDL Mechanic position and Shank responded he is moving forward with this.

PUBLIC COMMENT: None

Commissioner Zulski adjourned the meeting at 9:48 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board



Date