

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 26, 2024. Vice Chairman Mark Hoffman called the meeting to order at 8:00 a.m. and led the pledge of allegiance.

Commissioners Present:

Mark Hoffman – Vice Chairman

Wade Williams - Member

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

Frank Zulski – Chairman, attending from Orange Beach, Alabama

Staff Present:

Brent Shank – Engineer/Manager

James Godzik – Permit/CADD Technician

Travis Horrocks – Engineer Technician

Bob Genson – Equipment Superintendent

Lisa Kleeman – Finance Director/Board Clerk

Ed Zmikly – North Road Foreman

Guests Present:

Bill Dohm – Little Traverse Twp. Supervisor

Don Mapes – Emmet County Commissioner

John Swartout

Dennis Keiser – Bear Creek Twp. Supervisor

Tammy Doernenburg & Hillary Taylor - Emmet County Planning & Zoning

Guests Present via Zoom:

David Boyer – Emmet County Administrator

David White – Emmet County Commissioner

Todd Wyatt - Versa

Kirk Steudle – Steudle Executive Group

Al Welsheimer - Resort Township Trustee

AGENDA:

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

Ayes: Hoffman, Williams

Nays: None

Non-Voting: Zulski

Motion carried

MINUTES:

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

Ayes: Hoffman, Williams

Nays: None

Non-Voting: Zulski

Motion carried

ACCOUNTS PAYABLE:

It was moved by Williams, seconded by Hoffman, to approve accounts payable for payment of Voucher 2403 for electronic funds transfer payments and checks 51233 through 51273 in the amount of \$103,625.63.

Ayes: Hoffman, Williams

Nays: None

Non-Voting: Zulski

Motion carried

It was moved by Williams, seconded by Hoffman, to approve accounts payable for payment of Voucher 2406 for electronic funds transfer payments and checks 51274 through 51313 in the amount of \$186,641.48.

Ayes: Hoffman, Williams

Nays: None

Non-Voting: Zulski

Motion carried

PAYROLL:

It was moved by Williams, seconded by Hoffman, to approve payroll and electronic deposits for Voucher 2404 for checks 58384 through 58399 in the amount of \$134,084.66.

Ayes: Hoffman, Williams

Nays: None

Non-Voting: Zulski

Motion carried

It was moved by Williams, seconded by Hoffman, to approve payroll and electronic deposit for Voucher 2405 in the amount of \$14,146.34.

Ayes: Hoffman, Williams

Nays: None

Non-Voting: Zulski

Motion carried

PUBLIC COMMENT: None

APPOINTMENTS:

- a. Public Hearing – Roy Road in Springvale Township from the end of pavement to the seasonal portion of Roy Road for .55 miles. It was moved by William, seconded by Hoffman, to begin the public hearing.

Ayes: Hoffman, Williams

Nays: None

Non-Voting: Zulski

Motion carried

The public hearing was advertised in the Petoskey News Review. Proposed improvements include culverts, drainage improvements, 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. It was moved by Hoffman, seconded by Williams, to end the public hearing.

Ayes: Hoffman, Williams

Nays: None

Non-Voting: Zulski

Motion carried

- b. 8:12 – Todd Wyett requested a right-in and right-out only access for a proposed development on Anderson Road and this would require modification to the current driveway access. Kirk Steudle spoke on behalf of Mr. Wyett and proposed options for a right turn only access. Shank has sought advice from MCRCSIP and the issue is tabled until a later meeting.

UNFINISHED BUSINESS:

- a. Commissioner Hoffman will get the Manager Evaluation Tool to Kleeman for distribution this week.

NEW BUSINESS:

- a. It was moved by Hoffman, seconded by Williams, to the vote for Jerry Heim, Kalkaska County Road Commission, for the Northern Michigan Association of Road Commission's CRA Board of Directors representative.

Ayes: Hoffman, Williams

Nays: None

Non-Voting: Zulski

Motion carried

- b. It was moved by Hoffman, seconded by Williams, to the approve the project and award the bid for the Resort Township Paving Project on Stump Road and Indian Garden Road to Rieth-Riley Construction Co., Inc., in the amount of \$499,692.91.

Ayes: Hoffman, Williams

Nays: None

Non-Voting: Zulski

Motion carried

- c. It was moved by Hoffman, seconded by Williams, to approve the project and award the bid for the Ellsworth Road Project in Springvale Township to Rieth-Riley Construction Co., Inc., in the amount of \$333,576.

Ayes: Hoffman, Williams

Nays: None

Non-Voting: Zulski

Motion carried

- d. It was moved by Williams, seconded by Hoffman, to approve the project and award the bid for the Lower Shore Drive Project in West Traverse Township to Rieth-Riley Construction Co., Inc., in the amount of \$163,894.

Ayes: Hoffman, Williams

Nays: None

Non-Voting: Zulski

Motion carried

- e. It was moved by Hoffman, seconded by Williams, to approve the project and award the bid for the Roy Road Project in Springvale Township to Tri-County Excavating Group, LLC, in the amount of \$282,665.

Ayes: Hoffman, Williams

Nays: None

Non-Voting: Zulski

Motion carried

- f. It was moved by Williams, seconded by Hoffman, to approve the project and award the bid for the McDougal Road at the Bear River Guardrail Replacement to RMD Holdings, Ltd. d/b/a Nationwide Construction Group, in the amount of \$46,275.

Ayes: Hoffman, Williams

Nays: None

Non-Voting: Zulski

Motion carried

CORRESPONDENCE:

- a. Notice was received of the Straits Area Council Meeting on Tuesday, February 13, 2024, at 9:30 a.m. at Audie's Restaurant in Mackinaw City. Shank, Kleeman, and Hoffman plan to attend.

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

- Monthly staff meetings have been scheduled to improve communication and efficiency; a work list has also been created.

- Bridge inspection and reporting requirements require us to start reporting on overloads. Our current permitting process allows for 25% overload allowances and there are four bridges that cannot handle this allowance. We will use Oxcart's transportation permit system to communicate with drivers in the next couple of weeks.
- Reimbursement for local road PASER ratings will be sought through TAMC.
- County Engineer's Workshop is February 6-8, 2024; both Shank and Horrocks will attend.

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

- Six projects are due for a February 5, 2024, bid opening.
- Couple of other projects are in the queue and will be ready to go out in March.
- Chip seal projects estimates are coming in slowly.
- Guardrail Safety Grant is ready, waiting on the call for projects.
- Critical Bridge Funding application will be next, focusing on bridge deck mill and fills.
- Centerline painting list will be developed shortly.
- Mileage Certification will be brought to the February 9, 2024, board meeting for approval.

PERMIT/CAD TECHNICIAN'S REPORT: Godzik discussed working with Tammy Doernenburg of Emmet County Planning and Zoning and the process both of them work through when a new request is received in her office. Specifically, a new request for an upgraded driveway access on Cedar Valley Road was discussed. Emmet County has implemented new zoning classification for home-based businesses and the new zoning doesn't fit our permit classifications. This request would currently be classified as multi-family (2-4 homes) permit and paving the access would be required. The county's new zoning will require the road commission to add additional permit classifications. Shank and Godzik will be reviewing the permit policy for needed updates.

It was moved by Hoffman, seconded by Williams, to approve the permit requirement of paving both entrances into the road right of way for 2943 Cedar Valley Road.

Ayes: Hoffman, Williams

Nays: None

Non-Voting: Zulski

Motion carried

EQUIPMENT SUPERINTENDENT'S REPORT: Genson stated the following:

- New sign truck has been assigned a VIN, it may be here by the middle of February.
- Preliminary bids are being completed for the upfittings on the six new trucks that were approved at the last meeting.
- Roof bid is being worked on.
- No major breakdowns during the storm.

ROAD FOREMAN’S REPORT: Zmikly discussed the storm; they continue to plow and work on trees and brush.

FINANCE DIRECTOR’S REPORT: Kleeman stated the office has been busy with W-2’s, 1099’s and year end processes which will continue until the end of February with the annual audit. She also discussed the December MTF to be received in February.

COMMISSIONERS’ REPORT: Commissioner Williams inquired on the status of the guardrail by the fairgrounds. Shank replied this is MDOT’s guardrail and is in the process of being repaired.

PUBLIC COMMENT:

- a. Tammy Doernenburg, Emmet County Planning and Zoning – Thanked the board for waiting to approve the permit on Anderson Road until further evaluation can be done and the consideration of moving trucks that will be using this site. She mentioned the City of Petoskey owns this land and may need to weigh in on this access. She also thanked Godzik and the staff for a very good working relationship; it helps her in working with Planning Commission and situations that may impact the roads.
- b. David White, Emmet County Commissioner – Thanked the sign technician for replacing the stop sign and road sign on Hunter’s Ridge that were stolen and he also thanked the crew for the plowing they have done.

Commissioner Hoffman adjourned the meeting at 8:43 a.m.



 Lisa Kleeman, Finance Director-Clerk of the Board

2-9-24

 Date