

**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 6, 2023. Lisa Kleeman, Board Clerk, called the meeting to order at 8:00 a.m. and led the pledge of allegiance.

**Commissioners Present:**

Frank Zulski – Chairman      Wade Williams – Vice Chairman      Mark Hoffman - Member

**Staff Present:**

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

**Guests Present:**

Mary Zulski	Don Mapes - Emmet County Commissioner
Ed Kuligowski – Pleasantview Twp. Supervisor	Bill Dohm – Little Traverse Twp. Supervisor

**Guests Present via Zoom:**

James Patrick	Brandon Cooper – Always There Tree Care
Todd Wyett, MDOT	David Boyer – Emmet County Administrator
Shane Gamrat, GFA	Al Welsheimer-Resort/Bear Creek Fire Chief

**Staff Present via Zoom:**

Michelle Main – Administrative Assistant

**ELECTION OF OFFICERS:**

Lisa Kleeman, Board Clerk, called for nominations for Board Chairman. It was moved by Williams, seconded by Hoffman, to appoint Frank Zulski as Board Chairman.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

Frank Zulski, Board Chairman, called for nominations for Board Vice Chairman. It was moved by Zulski, seconded by Hoffman, to appoint Wade Williams as Board Vice Chairman.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

**MINUTES:**

It was moved by Zulski, seconded by Hoffman, to approve the regular session minutes of December 9, 2022.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

**ACCOUNTS PAYABLE:**

It was moved by Williams, seconded by Hoffman, to approve accounts payable for payment of Voucher 2251 for checks 49982 through 50027 in the amount of \$1,301,751.29 and Voucher 2253 for checks 50028 through 50050 in the amount of \$1,024,515.68.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

**PAYROLL:**

It was moved by Williams, seconded by Hoffman, to approve payroll and electronic direct deposits for Voucher 2252 for checks 57795 through 57817 in the amount of \$119,176.13 and Voucher 2301 for checks 57818 through 57839 in the amount of \$156,348.49. The Board thanked the staff for the job they did during the past weather event.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

**UNFINISHED BUSINESS:** None

**PUBLIC COMMENT:** None

**APPOINTMENTS:** None

**NEW BUSINESS:**

- a. It was moved by Hoffman, seconded by Zulski, to authorize the Engineer-Manager to sign the Grand Traverse Band of Ottawa and Chippewa Indians professional services contract for the Robinson Road Timber Bridge over the Maple River.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- b. It was moved by Zulski, seconded by Williams, to add an additional Board Meeting to the 2023 schedule on February 17.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- c. Approving the bid for construction inspection services for the Douglas Lake Road Timber Bridge project was tabled due to funding questions.
- d. Approving the bid for bridge installation for the Douglas Lake Road Timber Bridge project was tabled due to funding questions.
- e. Approving the bid for approach paving for the Douglas Lake Road Timber Bridge project was tabled due to funding questions.
- f. Approving the bid for guardrail installation for the Douglas Lake Road Timber Bridge project was tabled due to funding questions.
- g. It was moved by Hoffman, seconded by Zulski, to award the bid for the US 31 Tree Clearing project to Points North Tree Service.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- h. It was moved by Zulski, seconded by Hoffman, as a new procedure, when the Board awards a bid for a project, they are approving the project and authorizing the Engineer-Manager or the Finance Director to sign all project related documents.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- i. It was moved by Zulski, seconded by Hoffman, for the US 31 tree clearing project, to award the next low bidder if the first bidder cannot complete the job.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

**CORRESPONDENCE:** None

**ENGINEER-MANAGER'S REPORT:** Shank offered the following:

- Thanked the crew for an amazing job completed during the last storm; one of the best storm responses seen during his career. No major breakdowns, accidents, or damage were reported.
- Next meeting, there will be Board development presented by Wendy Hardt of MCRC SIP from 10:00 a.m. to noon and there will also be four annual township meetings in the evening at the Levering garage.

**ENGINEER-TECHNICIAN'S REPORT:** Horrocks offered the following:

- All estimates are out to the township for approval.
- Four projects are out for bids, due January 17, 2023:
  - Roy Road
  - Krause Road
  - Atkins Road
  - Little Traverse Township overlays
- Five projects are being readied for a mid-February letting:
  - Fochtman Industrial Park Drive
  - Hathaway Road
  - Camp Petosega Road
  - Mission Road from Banwell Road to Pickerel Lake Road
  - Robinson Road - BIA project from State Road then east as far as funds allow
  - Lower Shore Drive over Five Mile Creek concrete box culvert
- Sign Bids and Act 51 Mileage Certification will be worked on after the projects are out for bids.
- Lamkin Drive complaints were received Tuesday and crushed stone was hauled in to try to fix some soft areas; it is rough but there isn't a lot that can be done at this time. This project will be cleaned up in the spring. Zulski inquired about future completion dates on gravel projects and Horrocks assured him this will not happen again. Shank stated October 1 will be the completion date for future gravel projects.

**PERMIT/CAD TECHNICIAN'S REPORT:** Godzik stated DTE will be moving to US 31 getting ready for the project then moving to Blumke Road and some of the other side streets.

**EQUIPMENT SUPERINTENDENT'S REPORT:** Genson reported he was surprised with the storm that there were no major breakdowns. Everyone did a good job and he appreciates what everyone has done. Diesel prices are dropping which is helping the budget some.

**ROAD FOREMAN'S REPORT:** Gray thanked the Board for looking out for the crew. He is in the process of tree cutting in Little Traverse Township on Catob and Manitou roads as well as patching holes and waiting for the next storm. Zmikly discussed the storm and cleanup efforts; the crew did an amazing job clearing the roads and not tearing up equipment. He thanked the Board for recognizing the employee's efforts. The Board is appreciative of leadership's role and talent also.

**FINANCE DIRECTOR'S REPORT:** Kleeman discussed MTF reports that were distributed for October and November. Even though former Emmet County Commissioner Toni Drier was not present, she thanked her for her participation and efforts over the past several years; she was an excellent liaison from the County Board. Kleeman also discussed Tori Thompson's resignation from the HR/Payroll position and advertising response for an Accounting Clerk position.

**COMMISSIONERS' REPORT:** Commissioner Hoffman stated he is very thankful to the crew and leadership. He also offered positive comments for Thompson's past work on the fair.

**PUBLIC COMMENT:**

- a. Todd Wyett, MDOT – Inquired what are we seeing in our bid's regarding inflation and the number of bidders. Shank responded about 5-10% and the same number of bidders. Wyett stated he is seeing about 30% inflation in lower Michigan.

Commissioner Zulski adjourned the meeting at 8:32 a.m.



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Lisa Kleeman, Finance Director-Clerk of the Board

1-20-23

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Date