

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, November 10, 2023. Chairman Frank Zulski called the meeting to order at 8:00 a.m. and led the pledge of allegiance and offered a moment of silence in remembrance of Veterans.

Commissioners Present:

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

Staff Present:

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

Guests Present:

Bill Dohm – Little Traverse Twp. Supervisor Ed Kuligowski - Pleasantview Twp. Supervisor
Joe Hoffman – Bear Creek Twp. Trustee

Guests Present via Zoom:

Dave Boyer – Emmet County Administrator Jim Bartlett – West Traverse Twp. Supervisor
David White – Emmet County Commissioner Bill McMasters – Heaton Road
Al Welsheimer – Bear Creek/Resort Twp. Fire Chief

Staff Present via Zoom:

Chelsea Ellis – Administrative Assistant

MINUTES:

It was moved by Hoffman, seconded by Williams, to approve the regular session minutes of October 27, 2023.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

ACCOUNTS PAYABLE:

It was moved by Zulski, seconded by Hoffman, to approve accounts payable for payment of Voucher 2349 for checks 50987 through 50989 in the amount of \$41,537.34 and Voucher 2350 for electronic funds transfer payment and checks 50990 through 51043 in the amount of \$1,451,255.89.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

PAYROLL:

It was moved by Williams, seconded by Hoffman, to approve payroll and electronic deposits for Voucher 2351 for checks 58252 through 58268 in the amount of \$111,393.77.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

PUBLIC COMMENT: None

APPOINTMENTS: None

UNFINISHED BUSINESS:

- a. Heaton Road – Shank informed the board there was a meeting last week with property owners, township officials, and conservancy. The tree is scheduled to be removed November 18.

It was moved by Hoffman, seconded by Williams, to update Heaton Road from the current seasonal designation of County Line Road then north to .50 miles south of Newsom Road to the new seasonal designation of County Line Road then north to 1.15 miles south of Newsom Road.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

NEW BUSINESS:

- b. Truck purchases were discussed with regards to availability in the market, 2027 emissions standards and the impact on pricing, projected agency need, financial resources, and estimated delivery dates. It was moved by Zulski, seconded by Williams, to approve for six trucks to be put out for bids.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

CORRESPONDENCE: None

ENGINEER-MANAGER'S REPORT: Shank gave the following update:

- Mitchell Road Small Urban Project - Emmet County will contribute \$60,000, Bear Creek Township will contribute \$60,000, and the road commission will budget for the remaining \$60,000. This project is expected to be in MDOT's January letting.
- Lake Shore Drive Project - Emmet County is willing to contribute \$80,000. Plans should be completed within the next month with the expectation of a spring letting. The bridge project needs to happen first.
- McDougal Road Bridge was fixed by peeling some asphalt off and replacing gravel and some asphalt. With these changes the bridge does not need to be posted. Williams stated the road transition over this bridge is very nice with the upgrade. Hoffman inquired about the guardrail heights and Shank discussed plans for sloping and guardrail. Hoffman requested Kleeman give him a project cost breakdown.
- It is normal practice to provide a holiday ham for employees as a safety incentive. However, since the worker's compensation mod factor rate has increased above 1.00, it was decided not to provide them as there are no savings to offset the cost.
- Township Asphalt Cost Share Policy – Act 51 allows us to pay up to 50% of the cost on a township project and some of the asphalt cost share policy projects were very close this year to this threshold. Shank would like to modify this policy to add language limiting our participation to no more than 50%. There were a couple project estimates requested on roads that don't meet the qualifications for this policy as the projects were determined to need complete overlays.

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

- McDougal Road Project - Pending good weather, shoulders will be worked on next week and they will try to adjust the guardrail; there is a plan to replace the guardrail in the spring if the adjustment does not work.
- Project estimates for next year are in process. Robinson Road curve realignment will be submitted to the DNR next week.
- Next equipment auction is scheduled for 11/21/23 and contains the following:
 - Pickup
 - Flail mower
 - 2 Lots of new tires
 - Portable fuel tank

PERMIT/CAD TECHNICIAN'S REPORT: Godzik discussed the temporary repair on Atkins Road by Roesse's Construction; this will be completed in the spring. November 14 is the cutoff date for underground utilities to be completed for the year; he is working with companies getting projects wrapped up on time.

EQUIPMENT SUPERINTENDENT'S REPORT: Genson stated there are four remaining trucks to switch over for winter.

ROAD FOREMAN'S REPORT: Gray discussed getting things wrapped up for winter; ditching, berm removals, gravel road grading, marking winter routes, and washouts. Zmikly commented they are getting ready for winter; patching, grading gravel roads, and removing beaver dams.

FINANCE DIRECTOR'S REPORT: Kleeman discussed the following:

- CRA Communications Training this past Wednesday in Mt. Pleasant was helpful and informative, offering ideas for skill development that can be implemented immediately.
- Accounts receivable from 2018-2020 in the amount of \$10,606.59 has been determined to be uncollectible. This amounts to four invoices for guardrail, one for signs, and six permits. Oxcart has since been implemented for permits and this alleviates permits being issued without payment and new office processes are currently being put in place to process claims in a timely manner and for more effective follow-up.

It was moved by Zulski, seconded by Hoffman, to approve \$10,606.59 be written off as uncollectible for claims and permits from 2018 - 2020.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- Next Board Meeting is scheduled for Monday, November 27, 2023.

COMMISSIONERS' REPORT: Commissioner Zulski inquired about the Robinson Road curve realignment; was this going to be bid out or part of the project. Horrocks discussed this is part of the bid for the complete project as well as specific details including tree removal plans. Zulski also stated he would have liked our auditor to be more responsive or give a better presentation. Kleeman mentioned a discussion with Shank this past week and plans to address these issues and as well as being aware of other options.

Commissioner Hoffman mentioned cones on McDougal Road that he stopped and straightened out. He inquired if the speed on this road can be reduced for winter until the guardrail can be addressed. There was discussion on the Pickerel Lake Road and US 31 traffic light needing a left turn light going north and south on US 31.

Commissioner Williams discussed the stop signed at Powers and Milton Road where he again this morning witnessed a car blowing through the intersection. Trees in this area are blocking view of the stop sign. This is a constant issue because this intersection is so busy now. Shank stated you can see both of the stop signs at Milton Road. Williams also stated there is confusion with lane painting at the Powers Road and US 31 intersection. There is not an official turn lane but drivers are treating it like there is a right turn lane. Shank will pass this on to MDOT.


PUBLIC COMMENT:

- a. Al Welsheimer, Bear Creek/Resort Township Fire Chief – What is the plan for the Eppler Road fix? Shank stated the patch was revisited again this fall, that was the extent of his plans. He also complained on Cherry Lane a land owner placed stakes in the road right-of-way and contractors had to block the road because of the stakes. Godzik was unaware of the stakes and will get Welsheimer an answer. Welsheimer went on to discuss the Eppler Road project in detail. When Eppler Road was reconstructed, a \$900,000 project Resort Township paid for, a culvert was missed and had to be replaced after the project was complete, causing a patch on a brand-new road. The agreement was to grind the pavement back 40 feet and put in an overlay. This year a patch was placed that was worse than the original patch; it is very poor patch for a brand-new road. The township residents paid for a new road and because engineering messed up there is an unacceptable patch. The fix left it worse than what was originally there. He is requesting that the road commission do what it originally said it would do. Shank stated they will look at this in the spring.
- b. Joe Hoffman, Bear Creek Township Trustee – Stated he is very happy with the Mitchell Road project moving forward and thanked Shank and the board for participation. Cemetery Road is probably going to move forward as an overlay project as well as Greenwood and possibly Cedar Valley Road. He inquired about curbs, gutters, and a culvert, and getting estimates for all of it for a much better road. Shank asked for an email for exactly what the township is looking for. Hoffman went on to discuss in detail, issues he is having with Volro Construction and Roesse’s Construction working near the road right-of-way and on his family’s property. Zuluski stated what happens on private property is unable to be policed by the road commission.

Commissioner Zuluski adjourned the meeting at 8:52 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board



Date