

**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, May 26, 2022. Frank Zulski, Board Chairman, 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:**

Brian Gutowski – Engineer/Manager	Brent Shank – Engineer/Manager
James Godzik – Permit/CADD Technician	Bob Genson – Equipment Superintendent
Ed Zmikly – Road Foreman	Lisa Kleeman – Finance Director
Travis Horrocks – Engineer-Technician	

**Guests Present:**

Bill Dohm – Little Traverse Twp. Supervisor	David White – Emmet County Commissioner
Alyce Conrad – Springvale Township	Gordon Kruskie – Readmond Twp. Trustee
Don Mapes	

**Guests Present via Zoom:**

Paul Schemanski – Resort Township Trustee	Thomas Miller–Trailsend Bay Property Assoc.
Sandy Planisek - Mackinaw News	Meghan Michalak – Wawatam Township Clerk
Sarah Krupa – Readmond Township Clerk	Al Welsheimer–Resort/Bear Crk Twp. Fire Chief

**Staff Present via Zoom:**

Michelle Main – Administrative Assistant

**MINUTES:**

It was moved by Zulski, seconded by Hoffman, to approve the regular session minutes of May 12, 2022.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

**ACCOUNTS PAYABLE:**

It was moved by Hoffman, seconded by Williams, to approve accounts payable for payment of Voucher 2220 for checks 49310 through 49350 in the amount of \$236,871.62.

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 2221 for checks 57391 through 57416 in the amount of \$102,355.98.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

**UNFINISHED BUSINESS:** None

**PUBLIC COMMENT:** None

**APPOINTMENTS:** None

**NEW BUSINESS:**

- a. 2021 Annual Report was presented by Kleeman.
- b. It was moved by Zulski, seconded by Hoffman, to approve signing the MDOT Engineering Reimbursement form for July 1, 2021 through June 30, 2022.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- c. Local and primary road sign replacement was discussed. Gutowski displayed three signs; new, partially faded, and fully faded. The board was in consensus that all the signs should be replaced. David White, Emmet County Commissioner, will discuss with Gutowski on the best way to present this information to the county board.
- d. Bay Shore Pit property was discussed; this property is not suitable for a salt shed and was to be traded for different property. However, there was a lawsuit from 1989 that dictates the traded property can only be used for residential use. It was moved by Zulski, seconded by Williams, to sign the Letter of Intent from Manthei Construction to purchase the Bay Shore Pit property for \$75,000.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- e. It was moved by Zulski, seconded by Williams, to sign the contract with Maple River Township for asphalt wedging on Tower Road not to exceed \$30,200.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- f. It was moved by Hoffman, seconded by Williams, to sign the contract with Maple River Township for asphalt wedging on Maple River Road not to exceed \$61,200.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- g. It was moved by Zulski, seconded by Williams, to sign the contract with McKinley Township for sealcoat on Ely Road.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- h. It was moved by Hoffman, seconded by Williams, to sign the contract with Carp Lake Township for sealcoat on Paradise Trail.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- i. It was moved by Hoffman, seconded by Zulski, to approve Policy No. 2022-007: Local Road Improvement and Township Allocation Policy.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- j. It was moved by Hoffman, seconded by Williams, to approve a resolution authorizing Robert B. Shank, Engineer-Manager, and Lisa M. Kleeman, Finance Director, to Docu-sign MDOT Contract 22-5190 for the 2022 project - Pleasantview Road Chip Seal.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- k. It was moved by Hoffman, seconded by Williams, to pass a resolution in support of House Bill 6023 which would allow better access to gravel sources on State land. Zulski asked if a letter of appreciation could be sent to Representative Damoose for his efforts on this bill.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- l. It was moved by Hoffman, seconded by Williams, to approve Policy No. 2022-008: Beaver Trapping.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- m. It was moved by Williams, seconded by Hoffman, to approve Policy No. 2022-009: Emergency Response.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- n. It was moved by Williams, seconded by Hoffman, to approve Policy No. 2022-010: Weighmaster Duties.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- o. It was moved by Zulski, seconded by Williams, to approve Policy No. 2022-011: Seasonal Roads.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

**CORRESPONDENCE:**

- a. 2022 Michigan County Road Association Road Commissioners Handbook was received and distributed to each commissioner. There will be an online training program on Monday, June 20, 2022, from 10:00 a.m. to 12:00 p.m.

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

- MCRC SIP Team Building Training today for supervisors at 11:00 a.m.
- Cross Village Township Meeting at 1:30 p.m. today regarding Lake Shore project changes
- Welcome to Travis Horrocks who was hired as Engineer-Technician
- MCRC SIP meeting next week in Detroit regarding investment losses



- Next Board meeting there will be bids for approval on Stanly Court, Artesian Lane, and Ellsworth Road.
- MDOT open house at Littlefield Township Hall today, 4:30-6:00 p.m., regarding the US 31 construction project.

Shank offered the following:

- MDOT Detour Project funding has been confirmed and projects will be put out for bids.

**ENGINEER-TECHNICIAN'S REPORT:** Shank introduced Travis Horrocks; discussing his qualifications of being a licensed land surveyor with experience in project inspections and management, as well as cost containment. Horrock stated he has been working on expediting the MDOT detour route projects and gave details on Milton, Powers, North Conway, and West Conway Roads. The crossover between North Milton Road and US 31 will be widened to accommodate larger vehicles. Chip sealing will start Tuesday; it will take two weeks to seal coat and then fog coat. Horrocks assured the Board that based upon prior experience with Fahrner, they will have several broom trucks taking care of sweeping. The Board welcomed Horrocks.

**PERMIT/CAD TECHNICIAN'S REPORT:** Godzik stated he has been working with Charter on the lines that need to be removed on Kolinske Road; he is not issuing newly requested permits until they are taken care of. He also required a \$62,000 road bond for Riggsville Road due to the several issues in the past.

**EQUIPMENT SUPERINTENDENT'S REPORT:** Genson stated he has been talking with his peers about getting parts and helping each other out because the supply chain is difficult. In response to Commissioner Hoffman's questions regarding mowers, Genson discussed the two new tractors are here but the tractor in Flint is still not complete; several issues keep arising. Mower Max delivery has been moved to August from July.

**ROAD FOREMAN'S REPORT:** Zmikly stated the crew has been busy wedging in preparation for seal coating, graveling shoulders, and removing tree stumps on Wilderness Park Drive. Zulski asked him to check out a stump on State Road just north of Middle Village Road on the first curve, it is sticking up pretty high. Hoffman discussed there are some lilac bushes on the corner of State and Robinson Road that make it hard to see, but Zmikly stated they are out of the right-of-way.

**FINANCE DIRECTOR'S REPORT:** Kleeman distributed information and discussed the MTF to be received for April in June.

**COMMISSIONERS' REPORT:** Commission Williams would still like to see trees cut at the intersection of Powers Road and US 31.

**PUBLIC COMMENT:**

- a. Gordon Kruskie, Readmond Township Trustee – they need additional millage to work on upcoming projects; this will need to be addressed at the upcoming election. Gutowski

stated he received a 5-year permit to get the culvert replaced on Gully Road and will be working on an estimate.

Commissioner Zulski recessed the meeting at 9:13 a.m.

Commissioner Zulski began the work meeting at 9:18 a.m.

2022 Budget changes and challenges were discussed. MTF reduction and increased gas/fuel prices have had significant impact on the budget. As more projects are planned and approved, the budget revisions will be finalized and presented for adoption in June.

2023 Equipment requests were discussed as well as how the savings account can accommodate the requests.

2022 and 2023 Projects were reviewed.

Commissioner Zulski adjourned the meeting at 10:34 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board

6-9-22

Date