

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, September 29, 2023. 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 - Member

Commissioners Absent:

Wade Williams – Vice Chairman

Staff Present:

Brent Shank – Engineer/Manager
James Godzik – Permit/CADD Technician
Bob Genson – Equipment Superintendent
Brian Drayton – SAP Crew Leaders

John Gray – South Road Foreman
Lisa Kleeman – Finance Director/Board Clerk
Travis Horrocks – Engineer Technician
Ed Zmikly – North Road Foreman

Guests Present:

Bill Dohm – Little Traverse Twp. Supervisor
Gordon & Edith Kruskie
Randy McCune – Springvale Twp. Supervisor

Alyce Conrad
Bruce Marshall
Bill McMasters

Guests Present via Zoom:

Dave Boyer – Emmet County Administrator

David White – Emmet County Commissioner

Staff Present via Zoom:

Chelsea Ellis, Administrative Assistant

MINUTES:

It was moved by Zulski, seconded by Hoffman, to approve the regular session minutes of September 18, 2023.

Ayes: Hoffman, Zulski

Nays: None

Absent: Williams

Motion carried

ACCOUNTS PAYABLE:

It was moved by Hoffman, seconded by Zulski, to approve accounts payable for payment of Vouchers 2342 and 2344 for electronic funds transfer payments and checks 50838 through 50891 in the amount of \$580,646.55 and checks 50893 through 50895 in the amount of \$244,877.92.

Ayes: Hoffman, Zulski

Nays: None

Absent: Williams

Motion carried

PAYROLL:

It was moved by Zulski, seconded by Hoffman, to approve payroll and electronic deposits for Voucher 2343 for checks 58205 through 58219 in the amount of \$106,820.85.

Ayes: Hoffman, Zulski

Nays: None

Absent: Williams

Motion carried

PUBLIC COMMENT: None

APPOINTMENTS: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

- a. Heaton Road requirements for upgrading the seasonal road to a plowable standard were discussed by Shank. There is a large maple tree approximately 13 feet from center line and board policy is a road be cleared 21 feet from center line for clear zone and safety and install a 24-foot-wide gravel surface; this would place the road about one foot from the tree. The request has been for this tree to remain, and Shank believes this would not be practical without obtaining right-of-way and moving the road to the left to obtain enough clear zone around the tree. Bruce Marshall would like to see the big tree remain and discussed a detailed history of the tree. Randy McCune, Springvale Township Supervisor, also read a letter regarding the history of the tree from the township's perspective as well as its desire to see the tree remain. Springvale Township has requested an extension to the permit in order for them to have time to find funding to purchase an easement around the tree.

Commissioner Zulski supports extending the permit which will give the township time to obtain an easement. Shank stated the permit is good for a year or so and the road will need to be moved 11-12 feet to the west with about a 200-foot transition. He will provide the township with the required parameters so they can obtain funding to purchase the required easements necessary to build the road around the tree.

Bill McMasters is the person requesting road improvements and he is the involved property owner along with Stu Haley who would have to grant a deeded easement to have the road moved so the tree is not impacted. McMasters met with Mr. Haley at the property regarding an easement to move the road slightly to the west. Mr. Haley stated

to Mr. McMasters that he was not willing to give a deeded easement at this time. Haley also inquired if the road could be moved back to its original position when the tree died. There was more discussion on the road commission's ability to move the road, the existing center line of the road versus the adjacent property sections lines, the applicable case law regarding these types of situations, and options that are available. McCune offered for the township board to provide a lawyer to assist with this process and contact Mr. Haley. Shank discussed the issue needs to be handled timely so Mr. McMasters can obtain winter services this year.

- b. Brian Drayton, crew leader of the summer apprentice employees this summer, gave an excellent presentation regarding the MDOT sponsored program. Zulski thanked Drayton for the information. With the success of the program, it was suggested that Drayton visit the schools personally to recruit applicants for the next year. It was also suggested Charlevoix-Emmet ISD would be a good resource to work with.

CORRESPONDENCE: None

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

- Work session is scheduled for October 13, 2023, board meeting for budgeting and road project planning.
- Waiting for labor attorney review on the ratified bargaining unit agreement.
- Township meetings are scheduled for October 3 and 10 in Levering, and October 11 and 12 in Conway.
- Annual presentation to Emmet County Board, Monday, October 9, 2023, at 6:00 p.m.

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

- Beach Road culverts were installed by the crew last week.
- Old US 31 has been turned back to gravel from Camp Daggett Road almost to the trailer park in Bay Shore; considering all factors, it turned out great.
- Bridge epoxy seal is set up for the Maple River Road Bridge for the end of next week.
- Paser rating on the federal aid and state highway system was completed last week.
- Small urban meeting was attended last week and this area was extended due to the increased 2020 census. He is waiting for the urban maps to be updated.
- Equipment auction is set up, prebidding is open, and most items have received bids.
- It is a good time to get road project requests from the townships so they can be scoped out before the snow.

PERMIT/CAD TECHNICIAN'S REPORT: Godzik stated traffic counters will wrap up next week and he will be working on permit finalization before the snow.

EQUIPMENT SUPERINTENDENT'S REPORT: Genson stated they are in the middle of winter switch over. One of the new trucks is being built at Truck & Trailer Specialties and hopefully will arrive before winter. The second new truck should begin shortly after the first one is completed. New wheeled excavator is in the garage if the board would like to see it.

ROAD FOREMAN'S REPORT: Zmikly discussed finishing up McKinley Road gravel projects, culvert changeout, grading seasonal roads, brushing, and a lot of patching to get ready for winter. Gray stated they were busy with the three culverts on Beach Road, paving the culvert patches will take place next week, lots of projects, patching, ditching with the new wheeled excavator on Rosada, two more culverts next week, and berm removal next week. The crew really likes the new excavator.

FINANCE DIRECTOR'S REPORT: Kleeman discussed the following:

- MTF payment for August information was distributed.
- Safety Banquet will be held at the Rusty Saw on Wednesday, October 25, 5:30 p.m.
- Cleaning services will be going out for bids.

COMMISSIONERS' REPORT: Commissioner Zulski stated he felt this is one of the most successful summers the agency has had in accomplishing goals; he believes the supervisory staff, their professionalism and willingness to work with each other, makes Emmet County a better place and provides safety for the traveling public.

Commissioner Hoffman inquired on the phone system situation; Shank stated the phones are working but we are in the beginning stages of finding a new system.

PUBLIC COMMENT:

- a. Bill Dohm, Little Traverse Township Supervisor – Inquired if Heaton Road could have guardrail installed near the tree in the event right-of-way cannot be obtained; Shank stated it could be an option although it may be more expensive. Dohm also thanked Gray for ditching in Conway.

Commissioner Zulski adjourned the meeting at 8:53 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board

10-13-23

Date