

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, December 22, 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 Wade Williams – Vice Chairman Mark Hoffman - Member

Staff Present:

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

Guests Present:

John Eby – Maple River Twp. Supervisor Robert Wurst – Pleasantview Twp. Trustee
John Swartout

Guests Present via Zoom:

David Boyer – Emmet County Administrator Jim Bartlett – West Traverse Twp. Supervisor

AGENDA:

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

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 8, 2023.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

ACCOUNTS PAYABLE:

It was moved by Hoffman, seconded by Zulski, to approve accounts payable for payment of Voucher 2357 for electronic funds transfer payments and checks 51133 through 51187 in the amount of \$799,364.82.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

PAYROLL:

It was moved by Hoffman, seconded by Williams, to approve payroll and electronic deposits for Voucher 2358 for checks 58333 through 58348 in the amount of \$107,558.95.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

PUBLIC COMMENT:

- a. John Eby, Maple River Township Supervisor – Is there any board direction for the smaller townships due to the fact that seal coat estimates came in so expensive? Shank stated original estimates were \$35,000 per mile and actual estimates came in at \$55,000 per mile. He suggested an ultrathin would be the next low-cost alternative and other treatments were discussed. Eby discussed the option of the road commission crew applying asphalt but Shank replied the cost is prohibitive versus the cost of a contractor.
- b. Bob Wurst, Pleasantview Township Trustee – Based upon the previous conversation, does this impact the ability to seal coat for other townships? Shank replied that contractors will be in the area for other counties so this is still an option.

APPOINTMENTS: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

- a. It was moved by Zulski, seconded by Hoffman, to adopt Policy 200-001 Work Rules.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- b. It was moved by Hoffman, seconded by Williams, to adopt Policy 200-002 Drug Free Workplace.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- c. It was moved by Williams, seconded by Zulski, to adopt Policy 200-003 Substance Abuse.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- d. It was moved by Hoffman, seconded by Zulski, to adopt Policy 200-004 Administrative and Supervisory Benefits.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- e. It was moved by Williams, seconded by Hoffman, to approve the 2023 Act 51 Budget Amendment 1. See attached.

Roll Call Vote:

Hoffman Aye

Williams Aye

Zulski Aye

Nays: None

Motion carried

- f. There was discussion on two bids that were received for the purchase of 6 tandem axle truck cab and chassis. There will be more analysis performed before a recommendation is brought to the Board for approval of purchase at the next board meeting. Saving for these trucks was discussed.

- g. It was moved by Williams, seconded by Hoffman, to nominate Zulski for the 2024 Board Chairman.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

It was moved by Zulski, seconded by Williams, to nominate Hoffman for the 2024 Vice Chairman.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- h. It was moved by Zulski, seconded by Hoffman, to approve administrative and supervisory wages for 2024-2026 to mirror the same wage increases as the bargaining unit agreement.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- i. Commissioner Hoffman presented an evaluation tool for the Manager which will be considered.

CORRESPONDENCE:

- a. Notice was received of the Upper Peninsula Road Builders' Association winter meeting on Thursday and Friday, February 1-2, 2024, in Marquette.
- b. Notice was received of the CRA Annual Highway Conference in Lansing, March 19-21, 2024. Registration and hotel reservations will be available on January 4, 2024. Shank, Zulski, and Kleeman will plan to attend.

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

- Grade inspection meeting is planned with MDOT engineers for the Lake Shore Drive project on January 9, 2024, with a current estimated amount of \$2.3 million from Cross Village to Sturgeon Bay Trail. This project may be let in April or May with an estimated begin date of late July; after the timber bridge over Wycamp Creek is completed. Status of these projects was discussed in detail.

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

- Working on two projects for the February 5, 2024, due date as well as DEQ permits.
- He will be sending out requests for construction testing for 2024; specifically asphalt and density testing.
- Safety grant submission is due in May; he will be working on finding projects for this.
- Bridge application timeline is coming due; he will be submitting for deck rehabilitation projects.

PERMIT/CAD TECHNICIAN'S REPORT: Godzik presented a report on the 2023 permits; he discussed the type of permits, quantity, and status. There was a question on the process when there is a multi-family driveway situation that has not gotten a permit and Godzik responded legal action is an option. There was also discussion on logging activities and the fact they are not communicating with the road commission when they are working in the area; Zulski will follow up on this topic with the timberman's association.

EQUIPMENT SUPERINTENDENT'S REPORT: Genson stated the second truck upfitting should be completed the first or second week of January with the third truck to begin immediately thereafter. He will continue to work on the truck bids that were received.

ROAD FOREMAN'S REPORT: Gray stated they have been continuing with routine maintenance, brush cutting, and getting trees taken care of. Zmiky stated they have been patching and cutting a lot of brush to improve site distances at intersections. Today is the first day the new truck has been used on I 75.

FINANCE DIRECTOR'S REPORT: Kleeman discussed the following:

- 2023 Final Cash Budget – note increase to cash balance
- 12/31/23 Cash Summary Report
- MTF Report for October which will be received in January
- Reminder, next meeting is Friday, January 12, 2024, not January 5
- 2024 cash budget will be presented January 12 or January 26

COMMISSIONERS' REPORT: Commissioner Zuluski expressed his appreciation to the crew and wished them Merry Christmas.

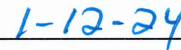
PUBLIC COMMENT:

- a. John Eby, Maple River Township Supervisor – Can he get new estimates on project costs? Shank stated he would like to give road specific estimates. The average prices presented earlier are generalized to be used as a planning tool; each project will have different specifications and he will provide more specific estimates because he has better cost information now.

Commissioner Zuluski adjourned the meeting at 9:10 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board



Date

EMMET COUNTY ROAD COMMISSION

2023 BUDGET AMENDMENT ONE Presented for Adoption 12/22/23

	2021 ACTUAL	2022 ACTUAL	2023 ORIGINAL	2023 AMEND. #1	BUDGET DIFFERENCES	
REVENUE:						
Licenses Permits	\$ 77,410	\$ 86,205	\$ 82,000	\$ 85,000	\$ 3,000	1
Federal Sources:						
Surface Transportation Program	5,280		-	184,124	184,124	2
Other	165,965	1,770,563	375,000	375,000	-	3
Total Federal Sources	\$ 171,245	\$ 1,770,563	\$ 375,000	\$ 559,124	\$ 184,124	3
State Sources:						
MI Transportation Funds:						
Engineering	10,000	10,000	10,000	10,000	-	4
Allocation (Primary & Local)	6,760,487	6,950,217	6,961,970	7,362,297	400,327	4
Snow Removal	237,928	256,759	256,760	269,226	12,466	4
Urban (Primary & Local)	274,842	280,982	290,082	296,833	6,751	4
State Grants:						
Bridge	-	-	-	-	-	
State D	973	-	86,255	-	(86,255)	5
Forest Funds	-	127,757	-	-	-	6
Other	-	-	-	-	-	7
Total State Sources	\$ 7,284,229	\$ 7,625,715	\$ 7,605,067	\$ 7,938,356	\$ 333,289	
Contributions:						
Local Units-Other (Sale of Fed Aid)	467,404	1,083,090	837,480	754,000	(83,480)	8
Local Units (Twps & Villages)	3,836,997	2,896,017	1,905,900	2,969,768	1,063,868	9
Total Local Contributions	\$ 4,304,401	\$ 3,979,107	\$ 2,743,380	\$ 3,723,768	\$ 980,388	
Charges for Services:						
Trunkline Maintenance	1,598,458	2,016,221	1,703,694	1,565,738	(137,956)	10
Trunkline Non-Maintenance	1,653,452	492,800	271,250	372,495	101,245	11
Salvage Sales	7,803	7,680	7,500	12,950	5,450	12
Other	-	-	-	-	-	13
Total Charges for Services	\$ 3,259,713	\$ 2,516,701	\$ 1,982,444	\$ 1,951,183	\$ (31,261)	
Other Revenue:						
Interest & Rentals	278	2,319	3,000	7,500	4,500	14
Gain on Equipment & Disposal	141,268	165,780	-	46,550	46,550	15
Contributions from Private Sources	1,548,941	1,284,547	2,115,000	1,651,310	(463,691)	16
Other (Local Revenue, Sales, Etc.)	84,049	40,526	15,000	4,995	(10,005)	17
Total Other Revenue	\$ 1,774,536	\$ 1,493,172	\$ 2,133,000	\$ 1,710,355	(422,646)	
Other Financing Sources:						
Loan/Note Proceeds	363,780	619,941	-	-	-	18
Total Other Financing Sources	\$ 363,780	\$ 619,941	\$ -	\$ -	\$ -	
TOTAL REVENUE	\$ 17,235,314	\$ 18,091,404	\$ 14,920,891	\$ 15,967,786	\$ 1,046,895	

	2021 ACTUAL	2022 ACTUAL	2023 ORIGINAL	2023 AMEND. #1	BUDGET DIFFERENCES	
EXPENDITURES:						
Primary Roads:						
Heavy Maintenance	\$ 3,073,587	\$ 4,572,798	\$ 2,980,707	\$ 2,688,585	\$ (292,122)	19
Structures	475,121	541,447	36,999	56,962	19,963	20
Maintenance	1,931,665	2,003,421	2,129,951	2,257,121	127,170	21
Total Primary Roads	\$ 5,480,374	\$ 7,117,666	\$ 5,147,657	\$ 5,002,668	\$ (144,989)	
Local Roads:						
Heavy Maintenance	4,266,298	3,255,270	3,030,174	3,498,210	468,036	22
Structures	80,895	1,209	585,239	592,153	6,914	23
Maintenance	2,185,258	2,274,704	2,334,185	2,395,917	61,732	24
Total Local Roads	\$ 6,532,450	\$ 5,531,183	\$ 5,949,598	\$ 6,486,280	\$ 536,682	
State Trunkline:						
Maintenance	1,544,621	1,872,670	1,653,694	1,398,092	(255,602)	25
Non-Maintenance	1,653,452	492,800	271,250	372,495	101,245	26
Total State Trunkline	\$ 3,198,073	\$ 2,365,470	\$ 1,924,944	\$ 1,770,587	\$ (154,357)	
Equipment Expenses-Net	370,591	300,528	513,131	776,808	263,677	27
Distributive Expense	-	-	-	-	-	28
Capital Outlay - Net	(375,723)	163,532	697,107	315,583	(381,524)	29
Administrative - Net	581,958	768,274	715,098	711,455	(3,643)	30
Other	13,526	262,133	-	-	-	31
Debt Service:						
Principal	658,444	531,366	538,046	538,046	(0)	32
Interest	81,811	76,044	65,161	65,879	718	33
TOTAL EXPENSES	\$ 16,541,505	\$ 17,116,196	\$ 15,550,740	\$ 15,667,305	\$ 116,563	
Net Gain or Loss	\$ 693,809	\$ 975,209	\$ (629,849)	\$ 300,481	\$ 930,330	
Beginning Fund Balance	1,773,799	2,467,608	3,442,817	2,812,968	(629,849)	
Net Gain or (Loss)	693,809	975,209	(629,849)	300,481	930,330	
ENDING FUND BALANCE	\$ 2,467,608	\$ 3,442,817	\$ 2,812,968	\$ 3,113,449	\$ 300,481	