

**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, April 28, 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      Travis Horrocks – Engineer/Technician  
James Godzik – Permit/CADD Technician      John Gray – South Road Foreman  
Bob Genson – Equipment Superintendent      Lisa Kleeman – Finance Dir./Board Clerk

**Guests Present:**

Don Mapes - Emmet County Commissioner      Bill Dohm – Little Traverse Twp. Supervisor  
Dennis Keiser – Bear Creek Township Supervisor      John Swartout

**Guests Present via Zoom:**

David White - Emmet County Commissioner      Dave Boyer – Emmet County Administrator  
Jim Bartlett–West Traverse Twp. Supervisor

**Staff Present via Zoom:**

Michelle Main – Administrative Assistant

**MINUTES:**

It was moved by Zulski, seconded by Hoffman, to approve the regular session minutes of April 14, 2023.

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 2317 for checks 50376 through 50421 in the amount of \$432,245.02.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

**PAYROLL:**

It was moved by Hoffman, seconded by Williams, to approve payroll and electronic direct deposits for Voucher 2318 for checks 58006 through 58022 in the amount of \$100,436.97.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

**PUBLIC COMMENT:** None

**APPOINTMENTS:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- a. It was moved by Hoffman, seconded by Zulski, to award the bid for the summer program pickup rental to Flex Fleet Rental.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- b. It was moved by Zulski, seconded by Williams, to award the bid for Power Street Sweeping to Northern Powersweeping.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- c. It was moved by Hoffman, seconded by Williams, to approve the project and award the bid for the Maple River Road Bridge epoxy overlay to Smith's Waterproofing.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- d. It was moved by Zulski, seconded by Williams, to approve the project and award the bid for road sign replacements to Dornbos Sign Company.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- e. It was moved by Hoffman, seconded by Williams, to sign the contract with Bliss Township for asphalt wedging on Pleasantview Road under the asphalt policy. Zulski inquired if the areas north and south of the stopping points need additional wedging.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- f. It was moved by Hoffman, seconded by Williams, for the Chairman and Engineer-Manager to sign the 2022 Act 51 Attest.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- g. It was moved by Zulski, seconded by Hoffman, to approve the Act 51 transfer of \$511,444.94 from the primary road fund to the local road fund.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

**CORRESPONDENCE:** None

**ENGINEER-MANAGER'S REPORT:** None

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

- Construction projects starting next week and shortly thereafter, weather dependent:
  - Little Traverse Township overlays on West Conway Lane and Green Leaf Drive
  - East Hathaway Road
  - Mission Road
  - Camp Petosega Road
  - Atkins Road
- Several culvert failures recently are requiring DEQ permits to be obtained.
- Equipment auction was a success and a check will be coming next week.
- Local road ratings will begin soon as well as primary roads.
- Fochtman Industrial Park Drive will be milled during the week and paved on Saturdays to accommodate traffic.

**PERMIT/CAD TECHNICIAN'S REPORT:** Godzik stated Trout Creek Condominiums put in a temporary drive last fall on Pleasantview Road in Pleasantview Township and have requested to upgrade this drive to a field access. Godzik relayed details to the Board on specific details regarding this request addressing prior concerns. He has a good start on traffic counters; Resort Township is about complete and Bear Creek Township will be next.

**EQUIPMENT SUPERINTENDENT'S REPORT:** Genson stated the third new truck has arrived at Grand Traverse Diesel; waiting for additional parts to come in at Truck & Trailer. The fleet is just about completely switched over from winter to summer.

**ROAD FOREMAN'S REPORT:** Gray stated they have been working hard on the tree list; just a few remain. They have been getting started on some drainage issues and culvert failures as well as sweeping, brushing, and patching potholes. Most of the gravel roads are in pretty good shape; Bellmer Road will be opened this morning.

**FINANCE DIRECTOR'S REPORT:** Kleeman discussed the following:

- CRASIF Board Meeting in Traverse City on May 8, and she and Chevie Hoeksema will be attending the County Road Association's Annual Finance & Human Resources Conference in Traverse City May 9-11. She will not be present at the next board meeting.
- Four people were chosen for the summer employment program and Hoeksema is getting everything ready for them to begin.
- MTF for March to be received in May was distributed and discussed.
- Draft audit report was received and will be reviewed in the next week or so and a presentation to the Board scheduled.

**COMMISSIONERS' REPORT:** Commissioner Hoffman made an inquiry regarding Fochtman Industrial Park Drive and the turnaround. Horrocks and Shank reviewed plans for this area.

**PUBLIC COMMENT:** None

Commissioner Zulski recessed the meeting at 8:28 a.m.

Commissioner Zulski reconvened the meeting at 8:39 a.m.

**CLOSED SESSION:**

It was moved by Hoffman, seconded by Williams, to go into closed session at 8:39 a.m. to discuss collective bargaining agreement negotiations; MCL 15.268(c).

Roll Call Vote:

Aye: Williams

Aye: Zulski

Aye: Hoffman

Motion carried

It was moved by Hoffman, seconded by Zulski, to go back into open session at 10:19 a.m.

Roll Call Vote:

Aye: Williams

Aye: Zulski

Aye: Hoffman

Motion carried

Commissioner Zulski adjourned the meeting at 10:19 a.m.



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Lisa Kleeman, Finance Director-Clerk of the Board



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Date